



Public notice was given to *The Register-Guard*
for publication on January 10, 2013

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

**Wednesday, January 16, 2013
5:30 p.m.**

**LTD BOARD ROOM
3500 E. 17th Avenue, Eugene
(off Glenwood Boulevard in Glenwood)**

A G E N D A

I.	CALL TO ORDER		<u>Page No.</u>
II.	ROLL CALL		
	Kortge _____ Towery _____ Necker _____ Evans _____		
	Dubick _____ Eyster _____ Gillespie _____		

The following agenda items will begin at 5:30 p.m.

III.	PRELIMINARY REMARKS BY BOARD PRESIDENT	(5 minutes)	
IV.	COMMENTS FROM THE GENERAL MANAGER	(3 minutes)	4
V.	ANNOUNCEMENTS AND ADDITIONS TO AGENDA	(1 minute)	5
VI.	BOARD CALENDARS	(1 minute)	6
VII.	WORK SESSION		
	A. Governance Process for Main Street-McVay Improved Transit Feasibility Study [John Evans]	(20 minutes)	7
	B. Special Transportation Discretionary Grant Update [Cosette Rees and Accessible Transportation Committee]	(10 minutes)	8
	C. Board Room Modernization Update [Joe McCormack and Steve Parrott]	(20 minutes)	9

The following agenda items will begin at 6:30 p.m.

VIII.	EMPLOYEE OF THE MONTH – February 2013	(5 minutes)	12
IX.	AUDIENCE PARTICIPATION		
	<ul style="list-style-type: none"> ◆ <i>Public Comment Note:</i> This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat. ◆ Citizens testifying are asked to limit testimony to three minutes. 		

X. ITEMS FOR ACTION AT THIS MEETING

- | | | |
|---|--------------|----|
| A. Ordinance Administrative Review and First Reading Ordinance No. 42, An Ordinance Pertaining to the Territorial Boundaries of Lane Transit District
[Andy Vobora, Kristin Denmark] | (10 minutes) | 13 |
| B. Ordinance Administrative Review and First Reading Ordinance No. 43, An Ordinance Adopting Procedures Relating to Route, Schedule, and Fare Changes
[Andy Vobora, Kristin Denmark] | (5 minutes) | 17 |
| C. Ordinance Administrative Review and First Reading Ordinance No. 44, An Ordinance Setting Fares for the Use of District Services
[Andy Vobora, Kristin Denmark] | (5 minutes) | 24 |
| <i>(Copies of Ordinance Nos. 42, 43, and 44 are available at the Lane Transit District office in Glenwood.)</i> | | |
| D. Governance Committee Appointments for Main Street-McVay Project
[Ron Kilcoyne] | (10 minutes) | 31 |

XI. ITEMS FOR INFORMATION AT THIS MEETING

- | | | |
|--|--------------|----|
| A. Board Member Reports | (10 minutes) | 32 |
| 1. Meetings Held | | |
| a. Lane Council of Governments Board of Directors (December 13) | | |
| b. Metropolitan Planning Organization’s Citizen Advisory Committee (December 20) | | |
| c. Lane Area Commission on Transportation (January 9) | | |
| d. Metropolitan Policy Committee (January 10) | | |
| e. Accessible Transportation Committee (January 15) | | |
| 2. No Meeting/No Report | | |
| a. LTD Board Human Resources Committee | | |
| b. LTD Pension Trusts | | |
| c. Transportation Community Resource Group for the Eugene Transportation System Plan | | |
| e. Springfield Stakeholder Advisory Committee | | |
| f. EmX Steering Committee | | |
| g. LTD Board Service Committee | | |
| h. LTD Board Finance Committee | | |
| B. Monthly Financial Report—December 2012
[Diane Hellekson] | (5 minutes) | 34 |
| C. Monthly Grant Report—December 2012 (respond if questions) | | 35 |
| D. Monthly Department Reports (respond if questions) | | 40 |
| E. Monthly Performance Reports (respond if questions) | | 48 |

- XII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING 51
- A. Lane Coordinated Public Transit-Human Services Transportation Plan (February)
 - B. Pension Trustee Designation (February)
 - C. Point2point Solutions Annual Report (February)
 - D. Election of Board President (February)
 - E. Board Strategic Planning Session (February or March)
 - F. 2013 Legislative Session (March)
 - G. Group Pass (March)
 - H. Ordinance Review (February and March)
 - I. Ten-Ride Ticket Book (April)
 - J. Annual Performance Report
 - K. Ordinance No. 36
 - L. LTD/ATU Pension Work Group
 - M. Appropriate Level of Service
 - N. High-capacity Transit Corridor Projects
- XIII. ADJOURNMENT

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD's Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-6100 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments).

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 16, 2013

ITEM TITLE: COMMENTS FROM THE GENERAL MANAGER

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

This agenda item provides an opportunity for the general manager to formally communicate with the Board on any current topics or items that may need consideration.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 16, 2013

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

This agenda item provides a formal opportunity for the Board president to announce additions to the agenda, and also for Board members to make announcements or to suggest topics for current or future Board meetings.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 16, 2013

ITEM TITLE: BOARD CALENDARS

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

ACTION REQUESTED: Discussion of Board member participation at LTD and community events and activities.

BACKGROUND:

Board members are asked to coordinate the Board Activity Calendars with their personal calendars for discussion at each Board meeting. Updated Board Activity Calendars are included with this packet for Board members.

Board members also are asked to contact Jeanne Schapper with any changes in availability for LTD-related meetings and events, and to provide their winter vacation dates.

ATTACHMENT: Board activity calendars are included separately for Board members.

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2013\1\Reg Mtg 1-16-13\Calendar of Events Summary.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: January 16, 2013

ITEM TITLE: GOVERNANCE PROCESS FOR MAIN STREET-MCVAY IMPROVED TRANSIT FEASIBILITY STUDY

PREPARED BY: John Evans, Senior Project Manager

ACTION REQUESTED: None

BACKGROUND:

Land Transit District (LTD) and the City of Springfield are initiating the Main Street-McVay Transit Feasibility Study. City and LTD staff have worked together to create a joint LTD-City project governance structure to oversee the project, provide guidance and direction at key project milestones, and assist with conflict resolution. The governance process will help ensure an effective and collaborative City-LTD partnership throughout the project. It is intended to focus on an intensive and ongoing public and stakeholder outreach and engagement program, and to facilitate the project's critical requirements for cost and schedule efficiencies. Staff will review the governance oversight structure and provide an update on the status of the project and its relationship to other ongoing, related projects in Springfield.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 16, 2013

ITEM TITLE: SPECIAL TRANSPORTATION DISCRETIONARY GRANT UPDATE

PREPARED BY: Cosette Rees, Accessible and Customer Service Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

LTD staff began preparing for the biennial discretionary grant process in late September 2012. At its November 20 meeting, the Accessible Transportation Committee (ATC) reviewed project priorities and appointed a Grant Review Committee. Priorities identified were:

- Priority 1: Maintain existing programs
- Priority 2: Expand existing programs
- Priority 3: Fund new programs

The Grant Review Committee is composed of ATC members Misty Brazell, Bill Morganti, Eleanor Mulder and Dennis Turner. In addition, the Lane Council of Governments appointed Planner Stacy Clauson to participate.

Notification of grant funding availability was sent out, and LTD received 14 applications. In December the Grant Review Committee held three meetings to review the applications and create a recommendation for the ATC. Applicants were encouraged to attend the meetings to answer questions and provide an opportunity for the Committee to interact regarding the applications. At its meeting on January 15, 2013, the ATC will hold a public hearing and approve a package of programs to be included in the discretionary grant application that LTD will submit to the Public Transit Division this month.

The grant funding the Committee specifically reviews is an allocation of money for the 2014-15 biennium that comes through the Oregon Public Transit Division under federal **5310 Enhanced Mobility of Seniors and Individuals with Disabilities** program, and for money that has already been allocated to LTD in previous years under federal **5316 Job Access and Reverse Commute (JARC)** and **5317 New Freedom** programs. These funds are combined with other revenue sources to pay for projects that benefit older adults and people with disabilities.

The amount of money from these sources available for the two years (FY 2014 and FY 2015) includes:

5310 Enhanced Mobility:	\$2,078,656
5316 JARC:	\$ 171,819
5317 New Freedom:	\$ 156,145

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: January 16, 2013

ITEM TITLE: BOARD ROOM MODERNIZATION UPDATE

PREPARED BY: Joe McCormack, Facilities Manager, and
Steve Parrott, Information Technology Manager

ACTION REQUESTED: None

BACKGROUND:

During the last few months, staff and design consultants have been working to finalize construction drawings and audio-visual specifications for the LTD Board Room. The design effort is based on the earlier programming work that was done in 2012 that identified Board Room needs and preferred layout/orientation for technology at public meetings.

Staff will present computer rendered drawings to help better illustrate how the Board Room will function. An update on the construction schedule and audio-visual capabilities of the modernization project also will be given.

The bulk of the construction work will occur in February, followed by the installation of audio-visual equipment. New furniture will likely arrive in March.



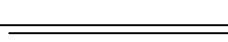



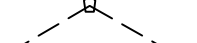

The current budget includes costs for design, permits, construction, A/V equipment, and furniture. The majority of the costs are associated with new technology for the room, which will provide functionality similar to the recently constructed training room in the Fleet Building. Board Room technology improvements will provide better ways to communicate at meetings and provide better access for participants and members of the public with hearing, visual, and mobility disabilities.

ATTACHMENTS: New Board Room Floor Plan
Computer Rendering








PROPOSED MOTION: None

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LEGEND

-  TABLE CONNECTION ACCESS
-  WALL CONNECTION PANEL
-  PROJECTION SCREEN
-  CEILING SPEAKERS
-  EQUIPMENT LOCATION
-  PROJECTOR
-  TABLE MICROPHONES
-  VIDEO CONFERENCE CAMERA

KEY NOTE LEGEND

-  1 CEILING MOUNTED DIGITAL PROJECTOR – SEE A121/3 FOR ADDITIONAL INFO.
-  2 MOTORIZED TAB-TENSION PROJECTION SCREEN: 16:10 FORMAT – 5'X8'
-  3 PORTABLE COMPUTER MONITOR
-  4 TOUCH SCREEN CONTROLLER
-  5 CEILING SPEAKER ENCLOSURES
-  6 WALL SPEAKER ENCLOSURES
-  7 VIDEO CONFERENCING CAMERAS – FUTURE
-  8 IN-ROOM EQUIPMENT RACK
-  9 PROJECTION SCREEN OVERRIDE WALL SWITCH
-  10 TYPICAL WIRELESS MICROPHONES
-  11 WALL CONNECTION PANEL
-  12 FLOOR BOX
-  13 POKE-THRU CONNECTION ACCESS – CONNECTIONS:
a. Power
b. LAN
-  14 TABLE-TOP CONNECTION ACCESS – CONNECTIONS:
a. Power
b. LAN

GENERAL NOTES

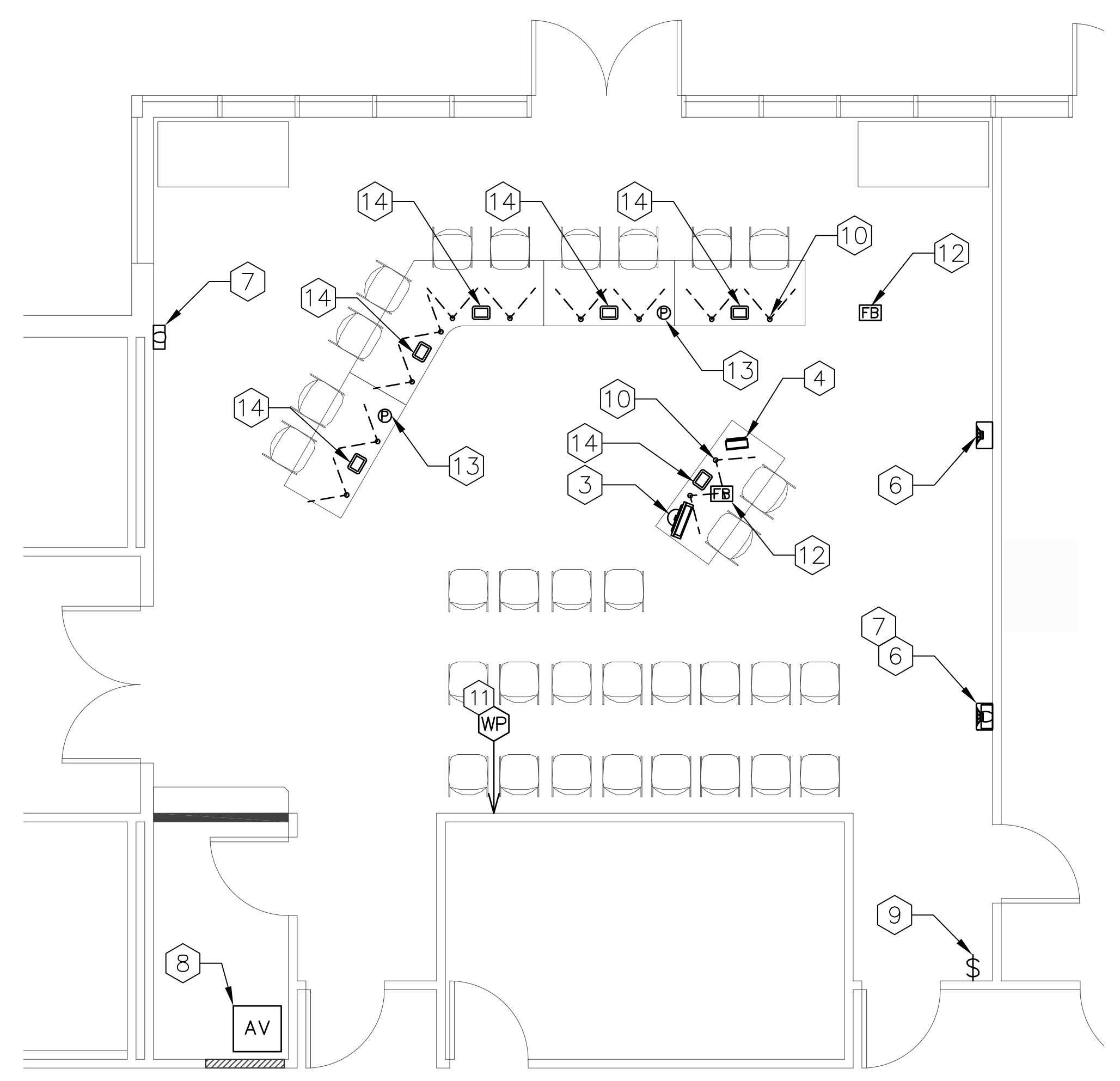
1. FURNITURE & FIXTURES FOR REFERENCE ONLY. ALL BY OTHERS.
2. ALL DIMENSIONS TO BE FIELD VERIFIED.
3. CENTER LINE OF IMAGE MAY NOT BE CENTER LINE OF ROOM.
4. SEE AVE1 – 2 – 3 FOR CONSTRUCTION DETAILS.

AUDIO VISUAL DESIGN
Lane Transit District
LTD ADMINISTRATION BOARDROOM RENOVATION

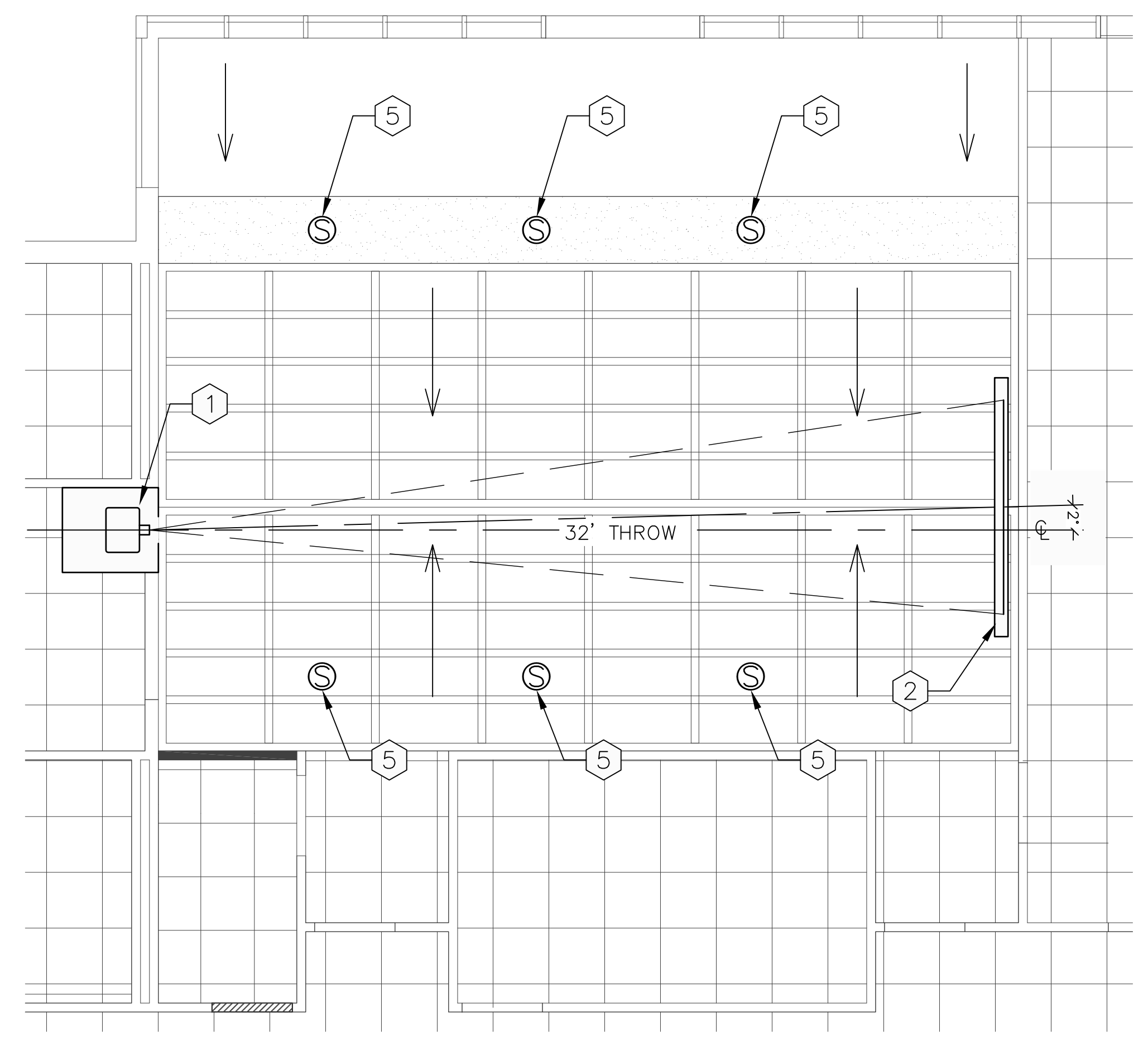
SPECTRUM
SOUND & LIGHTING
915 SW 14th Street, Suite 101
Portland, OR 97205
(503)462-0248
SPECTRUMSOUND.COM

PROJECT NO:	1234.00	SSD PROJECT NO:	11072	DATE:	12/27/12	PHASE:	100% CD
DRAWN:	MJP	DRAWING NAME:	AV	CHECKED:	LM	EQUIPMENT LAYOUT	

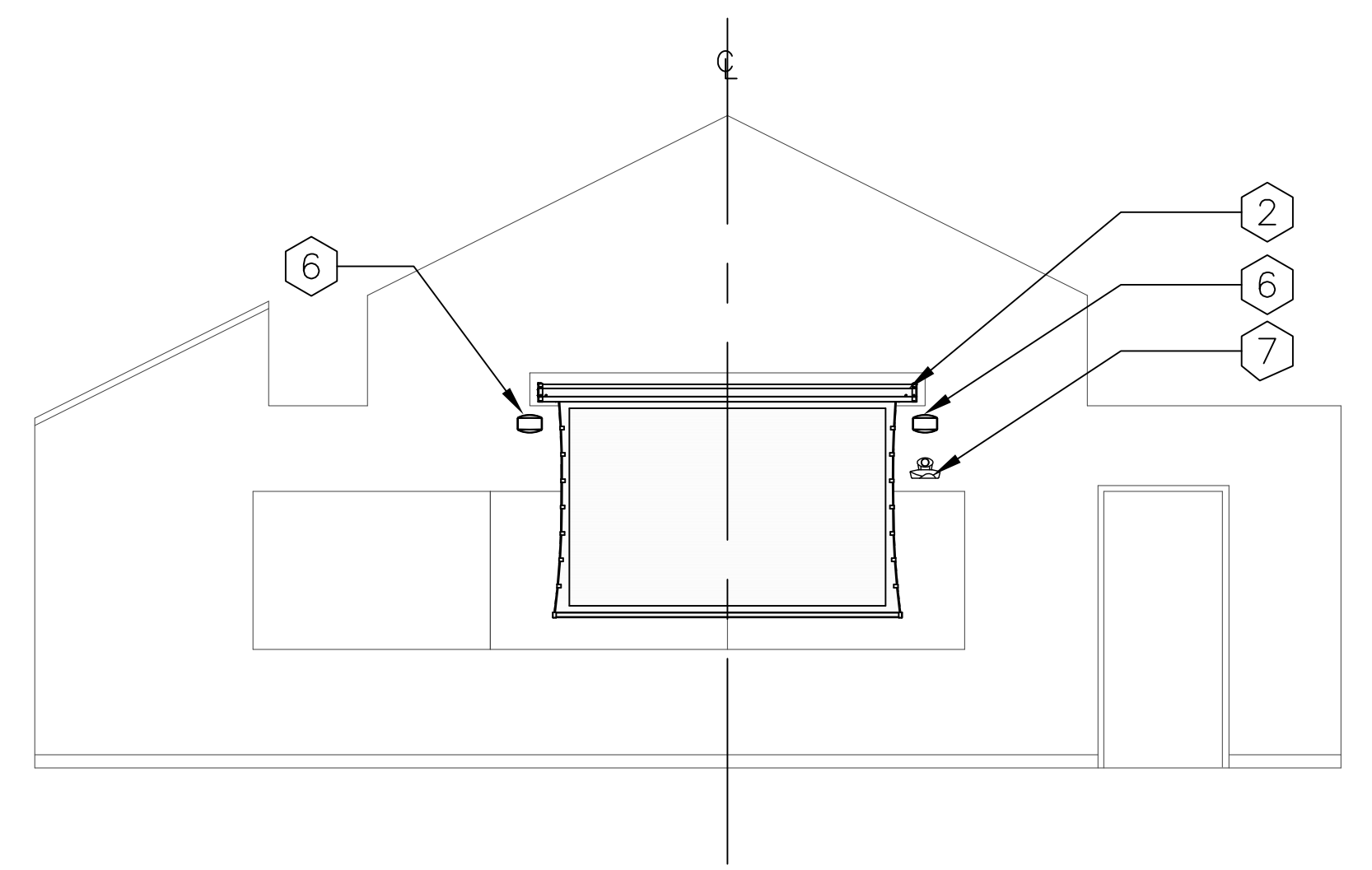
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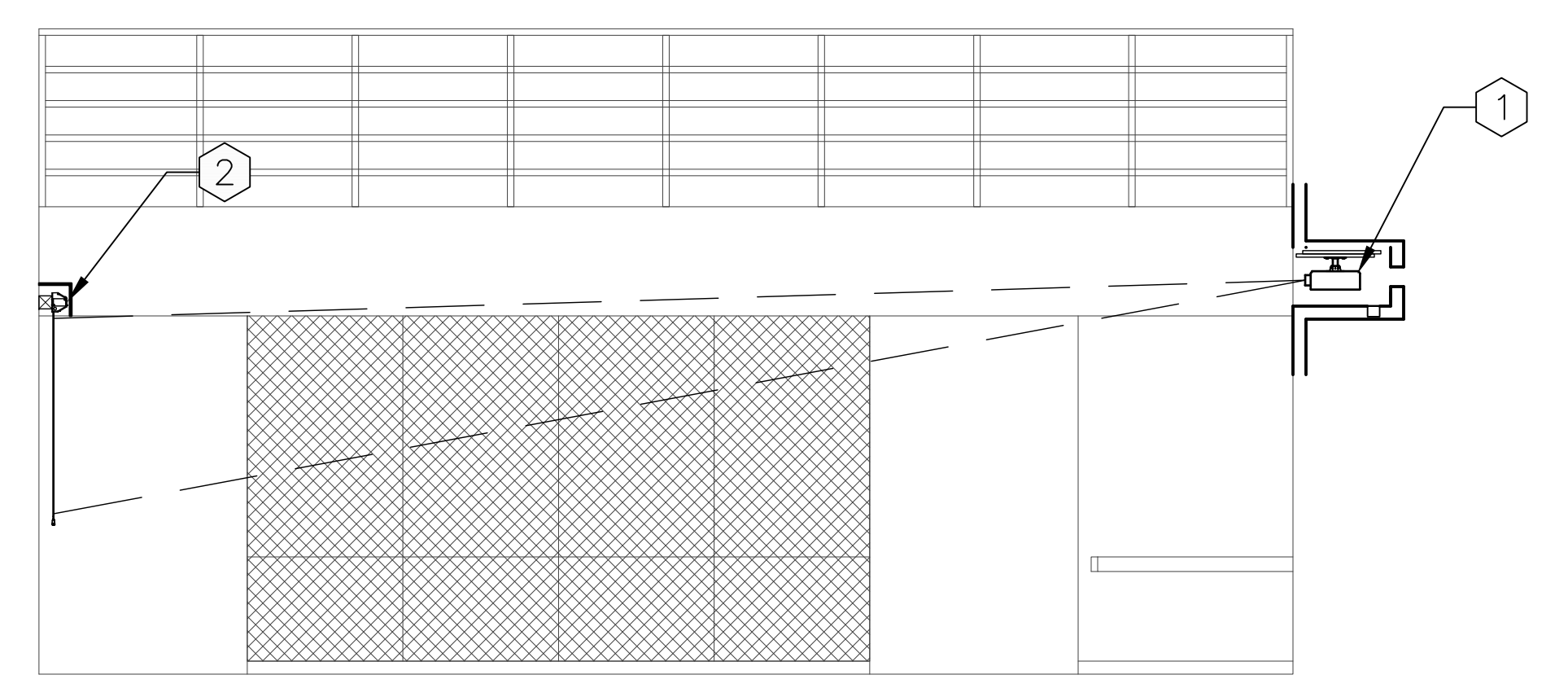
1 FLOOR PLAN
1/4" = 1'-0"



2 REFLECTED CEILING PLAN
1/4" = 1'-0"



3 ELEVATION EAST
3/8" = 1'-0"



4 ELEVATION NORTH
3/8" = 1'-0"



AGENDA ITEM SUMMARY

DATE OF MEETING: January 16, 2013

ITEM TITLE: FEBRUARY EMPLOYEE OF THE MONTH

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

BACKGROUND:

February 2013 Employee of the Month: The February Employee of the Month (EOM) is Bus Operator Charles Sales. Charles has been employed at the District since May 2001. He has received six years of safe driving awards and several EOM nominations. Charles' six Monthly Value Awards have come from four of the nominating categories: Be Professional, Appearance and Image, Practice Safety, and Work Together.

Charles was nominated by several customers who say he is friendly, easy going, and good at his job. He has received multiple compliments for his excellent driving skills as well as his outstanding customer service. One customer wrote, "Charles is always kind, courteous, and professional. Every time I get on his bus, it is clean and in order. He always treats me and others with kindness and respect."

When asked to comment on Charles' selection as Employee of the Month, Director of Transit Operations Mark Johnson said:

Charles is a pleasure to work with; and if you see him at a local establishment where there might be blues playing, don't be surprised. He loves blues, and he comes by it naturally as he is from Louisiana.

Charles represents the District well and does an outstanding job as a bus operator.

Congratulations to Charles on being selected as the February 2013 Employee of the Month.

AWARD: Charles will attend the January 16, 2013, meeting to be introduced to the Board and to receive his award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 16, 2013

ITEM TITLE: LTD BOUNDARY ORDINANCE REVISION

PREPARED BY: Andy Vobora, Director of Customer Services and Planning

ACTION REQUESTED: First Reading by Title Only

BACKGROUND:

As part of the comprehensive review of Lane Transit District ordinances, new Ordinance No. 42 will combine ordinance nos. 21 and 24, both of which relate to the territorial boundary of the District. Ordinance 42 modifies the ordinance language by eliminating language that was specific to changes that happened in past ordinance revisions, and which are no longer required to be a part of the ordinance.

ATTACHMENTS: Ordinance No. 21, with Notes
Ordinance No. 24, with Notes
New Ordinance No. 42

PROPOSED MOTION: I move that Lane Transit District Ordinance No. 42 be read by title only.

Following an affirmative vote, the ordinance title should be read:

ORDINANCE NO. 42, AN ORDINANCE SETTING FORTH THE CRITERIA TO BE USED IN DETERMINING THE TERRITORY IN WHICH THE TRANSIT SYSTEM OF THE DISTRICT WILL OPERATE AND IN ESTABLISHING THE TERRITORIAL BOUNDARIES OF THE DISTRICT, AND AMENDING AND RESTATING ORDINANCE NO. 21 AND ORDINANCE NO. 24.

Q:\Reference\Board Packet\2013\1\Reg Mtg 1-16-13\LTD Boundary Ordinance Revision.doc

LANE COUNTY MASS TRANSIT DISTRICT

ORDINANCE NO. 21

An ordinance setting forth criteria to be used in determining the territory in which the Transit System of the District will operate, and declaring an emergency.

BE IT HEREBY ORDAINED by the Board of Directors of Lane County Mass Transit District:

1. The criteria to be used in making a determination of the territory in which the Transit System of the District will operate are:
 - a. The public needs;
 - b. Availability of funds.
2. The Board of Directors finds that the adoption of this ordinance is necessary before it can adopt new territorial boundaries for the District and that the State Department of revenue needs as much time as possible to adjust to the new boundaries in its administration of the District's payroll tax, and that this ordinance is necessary for the immediate preservation of the public health, order and safety, and because of said reasons immediate enactment of this ordinance is required. Therefore, this ordinance shall take effect immediately.

Adopted this 15th day of December, 1981

President and Presiding Officer

ATTEST:

Secretary

Recording Secretary

Comment [VA1]: Language no longer necessary.

LANE TRANSIT DISTRICT

Ordinance 24

(2008 Revision)

Describing the Territorial Boundaries of Lane Transit District

The Board of Directors of Lane Transit District does hereby ordain and decree the following Ordinance:

1. On and after the effective date of this Ordinance, the territorial boundaries of the Lane Transit District shall be as shown on a map attached hereto as Exhibit A.

2. All addresses located within the territorial boundaries described on Exhibit A shall be identified in a computer file stored in the Lane County Regional Information System computer database, which is maintained and regularly updated by the Lane Council of Governments, and such database shall be available for public inspection at Lane County and at the offices of Lane Transit District.

3. The text of Ordinance 24 (1999 Revision), adopted October 27, 1999, is hereby deleted in its entirety and replaced by this Ordinance 24 (2008 Revision).

4. This Ordinance 24 shall take effect on January 1, 2009.

Comment [VA1]: Language removed and combined with ordinance 21 to create new boundary ordinance 42.

ADOPTED this _____ day of _____, 2008.

Board President

ATTEST:

Recording Secretary

Effective Date: January 1, 2009

Q:\Reference\Board Packet\2013\1\Reg Mtg 1-16-13\Boundary Change Ord 24 2013 revisions highlighted.doc

ORDINANCE NO. 42

AN ORDINANCE SETTING FORTH THE CRITERIA TO BE USED IN DETERMINING THE TERRITORY IN WHICH THE TRANSIT SYSTEM OF THE DISTRICT WILL OPERATE AND IN ESTABLISHING THE TERRITORIAL BOUNDARIES OF THE DISTRICT, AND AMENDING AND RESTATING ORDINANCE NO. 21 AND ORDINANCE NO. 24.

WHEREAS following a recent review of its ordinances, Lane Transit District determined that its ordinances should be better organized so as to make them more accessible to the public; and

WHEREAS the District wishes to better organize and streamline its ordinances without making any substantive changes to the ordinances:

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 21 and Ordinance No. 24 are amended and restated in their entirety to read as follows:

1. The criteria to be used in making a determination of the territory in which the Transit system of the District will operate are:
 - a. The public needs;
 - b. Availability of funds.
2. On and after the effective date of this Ordinance, the territorial boundaries of the Lane Transit District shall be as shown on a map attached hereto as Exhibit A.
3. All addresses located within the territorial boundaries described on Exhibit A shall be identified in a computer file and maintained by Lane Transit District. Such file shall be available for public inspection at the offices of Lane Transit District.

ADOPTED this _____ day of _____, 2013.

President and Presiding Officer

ATTEST:

Secretary

Recording Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: January 16, 2013

ITEM TITLE: LTD ROUTE, SCHEDULE, AND FARE ORDINANCE REVISION

PREPARED BY: Andy Vobora, Director of Customer Services and Planning

ACTION REQUESTED: First Reading by Title Only

BACKGROUND:

As part of the comprehensive review of Lane Transit District ordinances, new Ordinance No. 43 will replace Ordinance No. 33, which pertains to procedures relating to route, schedule, and fare changes. The update makes only a minor change by removing section 3 (D), which was found to be invalid due to changes in law. The remainder of the ordinance is valid with past practice and the requirements set forth in Oregon Revised Statutes Chapter 267.

ATTACHMENTS: LTD Ordinance No. 33, with Notes
New LTD Ordinance No. 43

PROPOSED MOTION: I move that Lane Transit District Ordinance No. 43 be read by title only.

Following an affirmative vote, the ordinance title should be read:

ORDINANCE NO. 43, AN ORDINANCE ADOPTING PROCEDURES RELATING TO ROUTE, SCHEDULE, AND FARE CHANGES, AND AMENDING AND RESTATING ORDINANCE NO. 33.

Q:\Reference\Board Packet\2013\1\Reg Mtg 1-16-13\LTD Service Change Ordinance Revision.doc

LANE TRANSIT DISTRICT

FIRST AMENDED ORDINANCE NO. 33

An Ordinance Adopting Procedures Relating to Route, Schedule, and Fare Changes

The Board of Directors of Lane County Mass Transit District, under authority of ORS 267.010 to 267.990 both inclusive and in compliance with Chapter 799, Section 10, Oregon Laws 1987, ordains as follows:

Section 1. Definitions

- A. A "transit route" is a route over which a transit vehicle travels which is specifically labeled or numbered for the purpose of picking up or discharging passengers at regularly scheduled stops and intervals.
- B. A "transit route mile" is a distance of one statute mile along a route regularly traveled by transit vehicles while available for the general public to carry passengers. The length of a route is the round trip distance traveled in traveling completely over the route and returning to the starting point to begin another circuit of the route. If a route is only defined in one direction, then this one-directional distance is the route length.
- C. A "transit revenue vehicle mile" is a distance of one statute mile traveled while a transit vehicle is available to the general public to carry passengers.
- D. "Ridership" means the number of unlinked revenue passenger trips carried. An unlinked passenger trip does not include any transfers. (A single trip by a transit user involving three vehicles and using two transfers is three unlinked passenger trips.)
- E. A "service change" is any addition or deletion resulting in the physical realignment of a transit route, or a change in the type or frequency of service provided in a specific, regularly scheduled transit route.
- F. "Experimental service change" is an addition of service to an existing transit route, or the establishment of a new transit route.

Section 2. When Hearing is Required

- A. Except as provided elsewhere in this ordinance, a hearing must be held when:
 - (1) There is a change in any fare;
 - (2) There is any change in service of:
 - (a) 25 percent or more of the number of transit route miles of a route; or
 - (b) 25 percent or more of the number of transit revenue vehicle miles of a route computed on a daily basis for the day of the week for which the change is made; or
 - (3) A new transit route is established.

- B. Reduced or free promotional fares which are instituted on a daily basis or periodically within a period of 180 days are exempt from the public hearing requirement.
- C. If a number of changes on a route in a fiscal year add up to the percentages in paragraph A of this section, a hearing must be held prior to the last change.
- D. Headway adjustments of up to 5 minutes during peak hour service, and up to 15 minutes during non-peak hour service are exempt from the public hearing requirements.
- E. Standard seasonal variations are exempt from the public hearing requirement unless the number, timing, or type of standard seasonal variations changes.
- F. In an emergency situation, a service change may be implemented immediately without a public hearing being held. A public hearing on the emergency change must be held if the emergency change is to be in effect for more than 180 days and if the change meets the test of paragraph A (2) or (3) of this section. Examples of emergency service changes include but are not limited to those made because of a power failure for a rail or fixed guideway system, the collapse of a bridge over which bus routes pass, major road or rail construction, or inadequate supplies of fuel.
- G. Experimental service changes may be instituted for 180 days or less without a public hearing being held. The public hearing on an experimental service change is required if the experimental service change remains in effect for more than 180 days and if the change meets the tests of paragraph A (2) or (3). The hearing may be held prior to the institution of, or during the period of the experimental service change and will satisfy the requirement for a final public hearing if the hearing notice required by section 3 states that the experiment may become permanent at the end of the experimental period. If a hearing is not held prior to or during the period of the experimental service change, the service that existed prior to the change must be reinstated at the end of 180 days and a public hearing held in accordance with section 3 before the experimental service may be continued.

Section 3. Hearing Requirements

- A. Prior to the institution of a fare change or to a service change that falls within the levels established in section 2, a notice of intent to hold the public hearing shall be published in a newspaper of general circulation in the urbanized area. The notice must also be published in newspapers oriented to specific groups or neighborhoods that may be affected.
- B. The notice must be published at least 30 days prior to the hearing.
- C. The notice must contain:
 - (1) A description of the contemplated service changes, or the fare change, as appropriate, and
 - (2) The time and place of the hearing. If a hearing required by Section 2 C is held, the notice must describe the last change being contemplated, and the prior changes that were made.

- D. If a fare change or substantial service change is mandated by the Interstate Commerce Commission, the Public Utility Commission or equivalent, the state legislature or other public legislative body, the public hearing requirement may be satisfied if the public is afforded the opportunity to appear before these bodies to present their views. The procedures and requirements for appearance before these bodies may be followed; however, the requirements of sections 3 A to 3 C must be followed for such a hearing. The District shall also appear before these bodies to present its views concerning the proposed fare or service change.

Comment [VA1]: There have been no instances where these bodies have mandated fare or service change. ORS 267 provides full authority over fares and service changes to the district and ORS 267.610 specifically exempts the district from Public Utility Commission oversight.

Section 4. Hearing Process

- A. Public comment received through telephone calls, e-mails, and written documents will be collated into a document and presented to the Board of Directors at the first public hearing at which testimony will be accepted. This document will continue to be updated throughout the process and until which time the final public hearing is conducted.
- B. Public comment received during open houses and public hearings will be documented and added to the summary document containing all comments received. The summary document will be reviewed by staff and provided to the Board prior to the meeting at which final action on service or fare changes is scheduled to occur. After consideration of public comments gathered at this point in the process, the Board may provide direction to staff. Under Board direction, staff will conduct additional research and prepare a final recommendation.
- C. Staff will take into account public comment and Board direction, and will present a final recommendation for review and adoption.

Section 5. Decision Notice

- A. Prior to adoption of a proposed fare or service change, notice shall be published in a newspaper of general circulation in the urbanized area.
- B. Prior to adoption of a proposed fare or service change, notice shall be provided on the District's Web site, through on-vehicle publications, and on posted information signage at transit stations and affected bus stops.
- C. District printed information will be updated to reflect service or fare changes at the next scheduled update cycle.

ADOPTED this ____ day of _____, 2005.

Board President

ATTEST:

Recording Secretary

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ORDINANCE NO. 43

AN ORDINANCE ADOPTING PROCEDURES RELATING TO ROUTE, SCHEDULE, AND FARE CHANGES, AND AMENDING AND RESTATING ORDINANCE NO. 33.

WHEREAS following a recent review of its ordinances, Lane Transit District determined that its ordinances should be better organized so as to make them more accessible to the public; and

WHEREAS the District wishes to better organize and streamline its ordinances without making any substantive changes to the ordinances:

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 33 is amended and restated in its entirety to read as follows:

The Board of Directors of Lane County Mass Transit District, under authority of ORS 267.010 to 267.990, both inclusive and in compliance with Chapter 799, Section 110, Oregon Laws 1987, ordains as follows:

Section 1. Definitions

- A. A "transit route" is a route over which a transit vehicle travels that is specifically labeled or numbered for the purpose of picking up or discharging passengers at regularly scheduled stops and intervals.
- B. A "transit route mile" is a distance of one statute mile along a route regularly traveled by transit vehicles while available for the general public to carry passengers. The length of a route is the round-trip distance traveled in traveling completely over the route and returning to the starting point to begin another circuit of the route. If a route is only defined in one direction, then this one-directional distance is the route length.
- C. A "transit revenue vehicle mile" is a distance of one statute mile traveled while a transit vehicle is available to the general public to carry passengers.
- D. "Ridership" means the number of unlinked revenue passenger trips carried. An unlinked passenger trip does not include any transfers. (A single trip by a transit user involving three vehicles and using two transfers is three unlinked passenger trips.)
- E. A "service change" is any addition or deletion resulting in the physical realignment of a transit route, or a change in the type or frequency of service provided in a specific, regularly scheduled transit route.
- F. "Experimental service change" is an addition of service to an existing transit route, or the establishment of a new transit route.

Section 2. When Hearing is Required

- A. Except as provided elsewhere in this ordinance, a hearing must be held when:
 - (1) There is a change in any fare;

- (2) There is any change in service of:
 - (a) 25 percent or more of the number of transit route miles of a route; or
 - (b) 25 percent or more of the number of transit revenue vehicle miles of a route computed on a daily basis for the day of the week for which the change is made; or
- (3) A new transit route is established.
- B. Reduced or free promotional fares which are instituted on a daily basis or periodically within a period of 180 days are exempt from the public hearing requirement.
- C. If a number of changes on a route in a fiscal year add up to the percentages in paragraph A of this section, a hearing must be held prior to the last change.
- D. Headway adjustments of up to 5 minutes during peak hour service, and up to 15 minutes during non-peak hour service, are exempt from the public hearing requirements.
- E. Standard seasonal variations are exempt from the public hearing requirement unless the number, timing, or type of standard seasonal variations changes.
- F. In an emergency situation, a service change may be implemented immediately without a public hearing being held. A public hearing on the emergency change must be held if the emergency change is to be in effect for more than 180 days and if the change meets the test of paragraph A (2) or (3) of this section. Examples of emergency service changes include but are not limited to those made because of a power failure for a rail or fixed guideway system, the collapse of a bridge over which bus routes pass, major road or rail construction, or inadequate supplies of fuel.
- G. Experimental service changes may be instituted for 180 days or less without a public hearing being held. The public hearing on an experimental service change is required if the experimental service change remains in effect for more than 180 days and if the change meets the tests of paragraph A (2) or (3). The hearing may be held prior to the institution of, or during the period of the experimental service change and will satisfy the requirement for a final public hearing if the hearing notice required by section 3 states that the experiment may become permanent at the end of the experimental period. If a hearing is not held prior to or during the period of the experimental service change, the service that existed prior to the change must be reinstated at the end of 180 days and a public hearing held in accordance with section 3 before the experimental service may be continued.

Section 3. Hearing Requirements

- A. Prior to the institution of a fare change or to a service change that falls within the levels established in section 2, a notice of intent to hold the public hearing shall be published in a newspaper of general circulation in the urbanized area. The notice must also be published in newspapers oriented to specific groups or neighborhoods that may be affected.
- B. The notice must be published at least 30 days prior to the hearing.

- C. The notice must contain:
- (1) A description of the contemplated service changes, or the fare change, as appropriate, and
 - (2) The time and place of the hearing. If a hearing required by Section 2 C is held, the notice must describe the last change being contemplated, and the prior changes that were made.

Section 4. Hearing Process

- A. Public comment received through telephone calls, e-mails, and written documents will be collated into a document and presented to the Board of Directors at the first public hearing at which testimony will be accepted. This document will continue to be updated throughout the process and until which time the final public hearing is conducted.
- B. Public comment received during open houses and public hearings will be documented and added to the summary document containing all comments received. The summary document will be reviewed by staff and provided to the Board prior to the meeting at which final action on service or fare changes is scheduled to occur. After consideration of public comments gathered at this point in the process, the Board may provide direction to staff. Under Board direction, staff will conduct additional research and prepare a final recommendation.
- C. Staff will take into account public comment and Board direction, and will present a final recommendation for review and adoption.

Section 5. Decision Notice

- A. Prior to adoption of a proposed fare or service change, notice shall be published in a newspaper of general circulation in the urbanized area.
- B. Prior to adoption of a proposed fare or service change, notice shall be provided on the District's Web site, through on-vehicle publications, and on posted information signage at transit stations and affected bus stops.
- C. District printed information will be updated to reflect service or fare changes at the next scheduled update cycle.

ADOPTED this _____ day of _____, 2013.

President and Presiding Officer

ATTEST:

Secretary

Recording Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: January 16, 2013

ITEM TITLE: LTD FARE ORDINANCE REVISION

PREPARED BY: Andy Vobora, Director of Customer Services and Planning

ACTION REQUESTED: First Reading by Title Only

BACKGROUND:

As part of the comprehensive review of Lane Transit District ordinances, new Ordinance No. 44 will revise and restate Fare Ordinance No. 35. The update incorporates the new introductory statements included in all LTD ordinances and makes one minor change in content. The content change simply eliminates the "proposed" pricing information in the Section 2 Group Pass Programs. This change creates consistency throughout the document.

ATTACHMENTS: Ordinance No. 35
New Ordinance No. 44

PROPOSED MOTION: I move that Lane Transit District Ordinance No. 44 be read by title only.

Following an affirmative vote, the ordinance title should be read:

ORDINANCE NO. 44, AN ORDINANCE SETTING FARES FOR THE USE OF DISTRICT SERVICES, AND AMENDING AND RESTATING ORDINANCE NO. 35.

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**LANE TRANSIT DISTRICT
EIGHTEENTH AMENDED ORDINANCE NO. 35
An Ordinance Setting Fares for Use of District Services**

The Board of Directors of Lane Transit District does hereby ordain that Ordinance No. 35 of said District is hereby amended to read as follows:

1.01 Definitions. As used in this ordinance, unless the context requires otherwise:

(1) "District" means Lane Transit District.

(2) "Service Area" means the area designated in Ordinance No. 24 of Lane Transit District entitled "An Ordinance Altering the Territorial Boundaries for Lane Transit District," adopted November 17, 1999, as such area is now constituted and as it may be altered from time to time hereafter by ordinance of this District.

1.02 Fares.

(1) Fares on the District transit system shall vary according to the status of the rider and method of payment and shall be in accordance with the following schedule:

(a) Cash Fare (Effective 7/01/12)

	Monday-Sunday
Adult (ages 19–64)	\$1.75
Youth (ages 6-18)*	\$.85
Half-Fare**	\$.85
Senior (ages 65 and older)	Free

(b) Monthly Pass (Effective 6/24/10)

Pass Type	Monthly Price	Three-Month Price
Adult (ages 19–64)	\$48.00	\$130.00
Youth (ages 6-18)*	\$24.00	\$65.00
Half-Fare**	\$24.00	\$65.00
Senior (ages 65 and older)	Free	Free

* Youth fare applies to ages 6-18. Children age five and under ride free with parent or guardian.

** LTD's EZ Access Program provides a Half-Fare Program for persons with disabilities and Medicare cardholders. The EZ Access Program also provides the Honored Rider pass, which provides free rides for persons 65 years of age and older. The Half-Fare and Honored Rider photo-identification cards may be obtained at the LTD Customer Service Center.

(c) Day Pass (Effective 7/01/12)

Adult (ages 19–64)	\$3.50
Youth (ages 6-18)*	\$1.75
Half-Fare**	\$1.75

(2) Group Pass Program. The general manager, or his/her designated representative, is authorized to sign contracts on behalf of the District to provide transit service to groups of riders at reduced rates pursuant to policies established by the Board at its May 2, 1990, meeting, as amended, or pursuant to such policies as the Board may hereafter adopt by resolution or ordinance.

Group Pass (Effective January 1, 2012)

Current monthly rates: \$4.57 taxpayer

\$5.32 non-taxpayer

Proposed monthly rates: \$4.84 taxpayer

\$5.63 non-taxpayer

Comment [VA1]: 2013

Comment [VA2]: The proposed section will be eliminated and only current rates will be displayed. This creates consistency with other sections in the ordinance.

(3) Special Event Discounts. The promotional distribution of free tickets from time to time is necessary or convenient for the provision of a public transit system. The general manager, or his/her designated representative, is authorized to reduce or eliminate fares, or to approve the distribution of free tickets for use of District facilities during special events, or at specified times, on a finding by the general manager, or his/her designated representative, that the fare reduction or elimination will promote increased use of the District's public transit system or will otherwise further the provision of a public transit system.

(4) Reduced Fares for Low-Income Persons. The general manager, or his/her designated representative, is authorized to sign contracts with local nonprofit agencies whereunder the District may agree to provide transit fare instruments at reduced prices to such agencies, for distribution to low-income persons within the service area who need transportation assistance. Definitions of those who are "low-income persons" and "who need transportation assistance" shall be part of such contracts, verbatim or by reference.

(5) Paratransit. Fare structure (Effective 7/01/12):

RideSource	\$3.50	one way
Escort*	\$3.50	one way
RideSource Shopper**	\$2.00	round trip
Social Service Agencies***	100	percent
Book of Ten Tickets	\$35.00	

* Escort is limited door-to-door transportation for medical rides.

** **RideSource** Shopper is specialized transportation service for grocery shopping. **RideSource** Shopper fares are based on round-trip rides. All other fares are one-way rides.

*** Social service agencies will contract for service and pay 100 percent of the marginal cost of service.

2.01 Large-quantity Pass Purchases. The District will provide a discount of 5 percent to private sales organizations authorized by the District to sell passes to the general public.

3.01 Effective Date. This ordinance shall take effect on June 14, 2012, at which time this Seventeenth Amended Ordinance will stand in the stead of Ordinance No. 35 in all particulars and all previous amendments, and will govern all fares charged by the District.

ADOPTED this 14th day of May, 2012.

President and Presiding Officer

ATTEST:

Recording Secretary

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ORDINANCE NO. 44

AN ORDINANCE SETTING FARES FOR THE USE OF DISTRICT SERVICES, AND AMENDING AND RESTATING ORDINANCE NO. 35.

WHEREAS following a recent review of its ordinances, Lane Transit District determined that its ordinances should be better organized so as to make them more accessible to the public; and

WHEREAS the District wishes to better organize and streamline its ordinances without making any substantive changes to the ordinances:

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 35 is amended and restated in its entirety to read as follows:

1 .01 Definitions. As used in this ordinance, unless the context requires otherwise:

- (1) "District" means Lane Transit District.
- (2) "Service Area" means the area designated in Lane Transit District Ordinance No. 42, as such area is now constituted and as it may be altered from time to time hereafter by ordinance of this District.

1.02 Fares.

- (1) Fares on the District transit system shall vary according to the status of the rider and method of payment and shall be in accordance with the following schedule:

(a) Cash Fare (Effective 7/01/12)

	Monday-Sunday
Adult (ages 19-64)	\$1.75
Youth (ages 6-18)*	\$.85
Half-Fare**	\$.85
Senior (ages 65 and older)	Free

(b) Monthly Pass (Effective 6/24/10)

Pass Type	Monthly Price	Three-Month Price
Adult (ages 19-64)	\$48.00	\$130.00
Youth (ages 6-18)*	\$24.00	\$65.00
Half-Fare**	\$24.00	\$65.00
Senior (ages 65 and older)	Free	Free

- * Youth fare applies to ages 6-18. Children age five and under ride free with parent or guardian.
- ** LTD's EZ Access Program provides a Half-Fare Program for persons with disabilities and Medicare cardholders. The EZ Access Program also provides the Honored Rider pass, which provides free rides for persons 65 years of age and older. The Half-Fare and Honored Rider photo identification cards may be obtained at the LTD Customer Service Center.

(c) Day Pass (Effective 7/01/12)

Adult (ages 19-64)	\$3.50
Youth (ages 6-18)*	\$1.75
Half-Fare**	\$1.75

- (2) Group Pass Program. The general manager, or his/her designated representative, is authorized to sign contracts on behalf of the District to provide transit service to groups of riders at reduced rates pursuant to policies established by the Board at its May 2, 1990, meeting, as amended, or pursuant to such policies as the Board may hereafter adopt by resolution or ordinance.

Group Pass (Effective January 1, 2013)

Pass Type	Monthly Rate
Taxpayer	\$4.84 taxpayer
Non-Taxpayer	\$5.63 non-taxpayer

- (3) Special Event Discounts. The promotional distribution of free tickets from time to time is necessary or convenient for the provision of a public transit system. The general manager, or his/her designated representative, is authorized to reduce or eliminate fares, or to approve the distribution of free tickets for use of District facilities during special events, or at specified times, on a finding by the general manager, or his/her designated representative, that the fare reduction or elimination will promote increased use of the District's public transit system or will otherwise further the provision of a public transit system.
- (4) Reduced Fares for Low-Income Persons. The general manager, or his/her designated representative, is authorized to sign contracts with local nonprofit agencies whereunder the District may agree to provide transit fare instruments at reduced prices to such agencies, for distribution to low-income persons within the service area who need transportation assistance. Definitions of those who are "low income persons" and "who need transportation assistance" shall be part of such contracts, verbatim or by reference.

(5) Paratransit. Fare structure (*Effective 7/01/12*):

RideSource	\$3.50 one way
Escort*	\$3.50 one way
RideSource Shopper**	\$2.00 round trip
Social Service Agencies***	100 percent
Book of Ten Tickets	\$35.00

* Escort is limited to door-to-door transportation for medical rides.

** RideSource Shopper is specialized transportation service for grocery shopping. RideSource Shopper fares are based on round-trip rides. All other fares are one-way rides.

*** Social service agencies will contract for service and pay 100 percent of the marginal cost of service.

2.01 Large-quantity Pass Purchases. The District will provide a discount of five (5) percent to private sales organizations authorized by the District to sell passes to the general public.

ADOPTED this _____ day of _____, 2013.

President and Presiding Officer

ATTEST:

Secretary

Recording Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: January 16, 2013

ITEM TITLE: GOVERNANCE COMMITTEE APPOINTMENTS FOR MAIN STREET-MCVAY PROJECT

PREPARED BY: Ronald Kilcoyne, General Manager

ACTION REQUESTED: Appointment of Two LTD Board Members to the Main Street-McVay Governance Committee

BACKGROUND:

Lane Transit District and the City of Springfield are initiating the Main Street-McVay project. The project's Governance Committee is being formed and will consist of elected and appointed representatives from the LTD Board of Directors and the Springfield City Council, along with senior LTD and City staff support. The Committee will meet on an as-needed basis over the duration of the project. The current phase of the project is expected to take 12-14 months to complete. Committee members will serve to ensure an effective and collaborative City-LTD partnership through guidance on intensive and ongoing public and stakeholder outreach and engagement. The governance process also is intended to facilitate the project's critical requirements for cost and schedule efficiencies.

At the January 16 meeting, the Board will be asked to appoint two of its members to the Main Street-McVay Governance Committee.

ATTACHMENT: None

PROPOSED MOTION: LTD Resolution No. 2013-001: The LTD Board of Directors hereby approves the appointment of Doris Towery and Michael Eyster to the Main Street-McVay Governance Committee.

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 16, 2013

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

Board members have been appointed to Board committees and to the Metropolitan Policy Committee (MPC), the Lane Council of Governments (LCOG) Board of Directors, and, on occasion, to other local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises. After meetings, public hearings, or other activities attended by individual Board members on behalf of LTD, time will be scheduled on the next Board meeting agenda for an oral report by the Board member. The following activities have occurred since the last Board meeting:

MEETINGS HELD:

Board members may take this opportunity to report briefly on any one-on-one meetings they have held with local officials or other meetings that they have attended on behalf of LTD.

1. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Mike Dubick represents LTD on the LCOG Board of Directors as a non-voting member, with Board member Mike Eyster serving as the alternate. The LCOG Board generally meets every other month. At the December 13 meeting, there were four appointments and two elections of the 2013 Executive Committee Members. The Executive Director presented on LIFT LCOG – Refocus Effort Report.
2. **Metropolitan Planning Organization's Citizen Advisory Committee:** Board Member Gary Gillespie serves on the Citizen Advisory Committee (CAC) for the Metropolitan Planning Organization (MPO). The Committee is composed of interested citizens and representatives of groups within the MPO area and is scheduled to meet on the third Thursday of each month. At the December 20 meeting, the main agenda items were a special item from three guest presenters from the Metropolitan Policy Committee (MPC) regarding a new, more limited charge and meeting schedule for the CAC and recommending Enhance Applications for the 2015-18 Statewide Transportation Improvement Program (STIP).
3. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD. Board Member Michael Dubick serves as LTD's representative on this commission, which meets on the second Wednesday of the month. At the January 9 meeting, a public hearing was held on the STIP applications for Enhance Funding, and the Commission discussed next steps. In the next two months, the Commission will develop a 150-percent priority list of projects.

4. **Metropolitan Policy Committee (MPC)**: Board President Greg Evans and Board Member Doris Towery are LTD's MPC representatives, with Board Member Mike Eyster serving as an alternate. MPC meetings are held on the second Thursday of each month. At the January 10 meeting, LTD staff discussed the update of the Lane Coordinated Public Transit–Human Services Transportation Plan. The MPC also developed an MPO-area, 150-percent priority list of the STIP applications for Enhancing Funding to submit to the LaneACT.
5. **Accessible Transportation Committee (ATC)**: The 16-member ATC is made up of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex-officio position representing the LTD Board on this committee. The main agenda item for the January 15 meeting was review of the recommendations from the Discretionary Grant Review Committee on priorities for grant funding. The ATC then held a public hearing on the recommendations and approved a grant application package.

NO MEETINGS HELD:

1. **LTD Board Human Resources Committee**: The Board Human Resources Committee is composed of Chair Doris Towery and Board Members Mike Dubick and Dean Kortge. The next meeting is tentatively scheduled to be held on January 22.
2. **LTD Pension Trusts**: LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. LTD Board Member Dean Kortge serves as a trustee for both plans, with Board Member Gary Gillespie as trustee-elect. The next meeting is tentatively scheduled for March 13.
3. **Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)**: The TCRG includes community members who have an interest in transportation issues in the City of Eugene. Board Member Ed Necker represents LTD on the TCRG, and Board Member Gary Gillespie represents the MPO's Citizen Advisory Committee on the TCRG. The next meeting has not yet been scheduled.
4. **Springfield Stakeholder Advisory Committee**: Board Member Mike Eyster represents the District on the Stakeholder Advisory Committee for the development of the Springfield Transportation System Plan (TSP). Committee members consist of citizens and representatives from organizations with a distinct interest in the future of transportation in Springfield. The next meeting has not yet been scheduled.
5. **EmX Steering Committee**: The EmX Steering Committee generally meets quarterly and is composed of Chair Gary Gillespie, Board Members Mike Eyster and Doris Towery, members of local units of government, and community representatives. The next meeting has not yet been scheduled.
6. **LTD Board Service Committee**: The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Michael Dubick. The next meeting has not yet been scheduled.
7. **LTD Board Finance Committee**: The Board Finance Committee is composed of Chair Michael Dubick and Board Members Dean Kortge and Ed Necker. The next meeting has not yet been scheduled.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 16, 2013

ITEM TITLE: DECEMBER FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Director of Finance and Information Technology

ACTION REQUESTED: None. Information only.

BACKGROUND:

In order to allow staff more month-end processing time while continuing to provide financial information to the Board on a timely basis, monthly financial reports are now separate from the Board packet. On the Tuesday before the regular monthly Board meeting, financial reports will be sent by e-mail to all Board members and senior LTD staff and posted to the LTD website. The December financial statements will be posted on January 15.

ATTACHMENT: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE: January 16, 2013

ITEM TITLE: DECEMBER 2012 GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The Monthly Grant Report for activity through December 31, 2012, follows this summary. It contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation *Connect* Oregon grants that have a remaining balance or have had activity within the last six months. All grant totals are reported in total project dollars, so they include both the grant-funded amount and any applicable local match. Due to the timing of this report, not all of the invoices for the report month have been received. Any additional invoices charged to this report month will be reflected in the Grant Totals expenditure amounts next month.

Federal Transit Administration TEAM Grant Applications

No new grant applications have been submitted to the FTA. Applications are currently being drafted for the 2013 federal fiscal year.

Federal Transit Administration Notifications of Funding Availability (NOFA)

The FTA has not awarded grants for the Alternatives Analysis grant solicitation. Lane Transit District applied for \$1,452,000 for the analysis of alternatives along the Northwest Eugene–Lane Community College corridor. The new transportation bill, MAP-21, has changed the requirements for Small Starts projects. The Federal Transit Administration is still determining how or if they will be awarding grants for this NOFA.

Oregon Department of Transportation (ODOT) 2015-18 Enhance Applications

Lane Transit District submitted three applications to ODOT for funds under the new Enhance program for the 2015-2018 Statewide Transportation Improvement Program (STIP). The Enhance program is a component of the State's new system for programming STIP funds that is designed to meet ODOT's expectation to identify and fund the best multimodal transportation project solutions to address a given problem. Applications will go through a local prioritization process by the Lane Area Commission on Transportation (Lane ACT), which will create a list of grants for 150 percent of the available funds, by March 15, 2013, for ODOT to scope. Then, the Lane ACT will provide ODOT with its final recommendations for the region, which will be considered/included with the other regions' projects in the final project recommendation list to be forwarded to the Oregon Transportation Commission for review in late 2013. Lane Transit District's applications were as follows:

- Northwest Eugene – Lane Community College Corridor NEPA: This application requests \$2 million for the analysis of a future high-capacity transit project consistent with local and state transportation and land use plans. The Northwest Eugene-Lane Community College corridor would complete a major segment of the region's 61-mile system of bus rapid transit (BRT). The proposed project will provide the required first step—National Environmental Policy Act (NEPA) review and analysis of the refined project--to allow for the project's federal funding.
- River Road Station Development: This application requests \$2,691,900 for development/relocation of the River Road Station. The existing River Road Station, located south of Randy Pape Beltline, at the intersection of River Road and River Avenue, was built in 1982 and has had no significant upgrades since construction. LTD proposes to relocate the River Road Station to the north of Randy Pape Beltline, at the intersection of River Road and Green Lane. There are a range of facility and operational issues at the existing River Road Station related to aging infrastructure, traffic congestion, and customer safety and security. Additionally, the major commercial activity along River Road has moved north of Randy Pape Beltline, so the current River Road Station location is not adequately serving that demand. By relocating the station to the north of Randy Pape Beltline, these issues would be resolved.
- SmartTrips Regional Residential Program: This application requests \$372,845 for the SmartTrips Regional Program, a comprehensive individual household marketing aimed at increasing biking, walking, use of public transit, and ridesharing. The planned 2016-2018 project has three target areas within the Central Lane Metropolitan Planning Organization, all with high concentrations of transportation disadvantaged (youth, seniors, low-income, people with disabilities, minorities, limited English, and/or no car). Targeted areas have safety concerns and congested corridors. SmartTrips leverages public investments in existing travel programs and infrastructure by addressing household transportation needs regardless of age or ability. By highlighting seniors, SmartTrips can offer greater access and use of available, low-cost transportation options and respond to growing demand within our aging population.

ATTACHMENT: Monthly Grant Report

Q:\Reference\Board Packet\2013\1\Reg Mtg 1-16-13\Grant report summary jan 13.docx



24930 ODOT - ODOT State ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

Veneta Transit Center	-	820,000.00	744,137.16	75,862.84
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OR-03-0122 - FTA 5309 Small Starts	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

13.13.06 EmX Vehicles	-	1,555,073.75	1,555,073.75	-
14.01.10 Guideway	-	4,300,805.32	3,398,470.97	902,334.35
14.02.20 Stations & Stops	-	743,703.39	855,285.99	(111,582.60)
14.04.40 Sitework & Special Conditions	-	11,241,013.34	10,880,265.61	360,747.73
14.05.50 Systems	42,267.00	2,229,930.78	1,870,373.44	359,557.34
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,503,670.42	425,357.00
14.08.80 Professional Services	-	7,721,200.00	8,304,490.45	(583,290.45)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	42,267.00	30,808,867.00	28,367,630.63	2,441,236.37

OR-04-0030 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.04 Paratransit replacement vehicles	-	700,000.00	700,000.00	-
11.13.04 Paratransit expansion vehicles	-	140,000.00	140,000.00	-
11.32.20 Misc Passenger Boarding Improvements	-	410,000.00	-	410,000.00
	-	1,250,000.00	840,000.00	410,000.00

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.42.08 Call Center Software	-	1,062,000.00	19,041.49	1,042,958.51
11.62.02 Call Center Telephone System	-	298,000.00	63.62	297,936.38
	-	1,360,000.00	19,105.11	1,340,894.89

OR-37-X016 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management'	-	425,803.00	-	425,803.00
11.7L.00 Mobility Management-Assessments	-	504,570.00	289,969.40	214,600.60
11.80.00 Program Administration	-	18,090.00	18,090.00	-
30.09.01 Employment Transportation Options	-	363,232.00	363,231.70	0.30
	-	1,311,695.00	671,291.10	640,403.90

OR-57-X012 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management	-	96,528.00	-	96,528.00
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OR-90-X151 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.40 Bus Related	-	250,000.00	250,000.00	-
11.13.06 EmX Vehicles	-	1,130,000.00	1,130,000.00	-
11.33.20 Passenger Boarding Improvements	-	50,000.00	50,000.00	-
11.42.07 Hardware	-	550,000.00	550,000.00	-
11.42.11 Support Vehicles	-	150,000.00	150,000.00	-
11.93.02 Shelters	-	54,239.00	54,239.00	-
	-	<u>2,184,239.00</u>	<u>2,184,239.00</u>	-

OR-90-X152 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 40' Gillig Low Floor Bus	-	2,787,360.00	2,787,360.00	-
11.12.01 Finance & Int. Costs Gillig Bus Purch	-	186,499.00	186,498.55	0.45
11.13.01 40' Gillig Low Floor Bus	-	1,000,850.00	1,000,849.78	0.22
11.23.01 Extend EmX Lanes	-	201,520.00	201,520.52	(0.52)
11.32.02 River Road Station Land	-	2,261,504.00	2,261,504.46	(0.46)
11.32.06 Franklin EmX Fare Machines	-	350,000.00	350,000.00	-
11.42.07 Hardware	12,164.00	1,460,900.00	1,015,504.11	445,395.89
11.42.08 Software	-	480,000.00	444,726.97	35,273.03
11.42.09 Bus Security Cameras	-	60,224.00	60,224.59	(0.59)
11.42.09 Security Improvements	-	300,000.00	300,000.00	-
11.42.20 Miscellaneous equipment	15,723.00	175,000.00	144,655.98	30,344.02
11.43.03 Improvements	-	400,000.00	400,000.00	-
11.43.03 Maintenance Facility Remodel	-	1,475,289.00	1,475,288.81	0.19
11.62.20 Communications Equipment	-	50,000.00	42,928.13	7,071.87
11.71.12 Vanpools	-	163,400.00	163,400.00	-
11.7A.00 FY 12 Preventive Maintenance	-	1,281,250.00	1,281,250.00	-
11.7A.00 Preventive Maintenance	-	5,718,750.00	5,718,750.00	-
11.92.08 Bus Stop Signage	-	122,411.00	-	122,411.00
11.93.02 Shelters	-	56,080.00	34,471.34	21,608.66
	27,887.00	<u>18,531,037.00</u>	<u>17,868,933.24</u>	<u>662,103.76</u>

OR-90-X161 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.09 Security Improvements	-	91,250.00	91,250.00	-
11.7A.00 Preventive Maintenance	103,903.00	7,500,000.00	4,921,305.41	2,578,694.59
	<u>103,903.00</u>	<u>7,591,250.00</u>	<u>5,012,555.41</u>	<u>2,578,694.59</u>

OR-90-X164 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.09 Security Improvements	-	16,181.00	16,181.00	-
12.71.11 WEEE Professional Services	-	1,158,861.00	1,158,861.49	(0.49)
12.79.00 WEEE Project Administration	-	443,045.00	443,045.02	(0.02)
	-	<u>1,618,087.00</u>	<u>1,618,087.51</u>	<u>(0.51)</u>

OR-95-X013 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.06 Hybrid Electric Articulated Buses	-	707,380.00	707,380.00	-
11.33.20 Passenger Boarding Improvements	-	222,891.00	222,891.00	-
11.72.11 Rideshare	-	450,498.00	450,498.00	-
	-	<u>1,380,769.00</u>	<u>1,380,769.00</u>	-



OR-95-X019 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.06 EmX Hybrid Electric Articulated Bus	-	49,785.00	49,784.68	0.32
11.12.06 Hybrid Electric Articulated Buses	-	1,598,403.00	1,598,403.00	-
11.72.11 Rideshare	-	1,277,320.00	1,277,320.00	-
11.72.11 RTOP	-	22,289.00	22,289.00	-
11.72.11 Safe Routes to School	-	27,861.00	27,868.68	(7.68)
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	-	3,532,885.00	3,532,892.36	(7.36)

OR-95-X030 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.33.02 U of O Station Construction	-	2,340,354.00	1,850,234.22	490,119.78
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	-	2,440,655.00	1,950,535.22	490,119.78

OR-95-X035 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.72.11 Rideshare	-	354,787.18	345,287.18	9,500.00
11.72.11 Safe Routes to School	-	83,584.00	5,603.74	77,980.26
11.72.11_Rideshare_Bike_Sharing	-	6,000.00	3,596.95	2,403.05
11.72.11_Rideshare_Carpool	-	2,000.00	865.02	1,134.98
11.72.11_Rideshare_CMP	-	600.00	318.20	281.80
11.72.11_Rideshare_ETC	-	6,000.00	5,523.18	476.82
11.72.11_Rideshare_Group Pass	-	35,212.82	35,212.82	-
11.72.11_Rideshare_Park and Ride	-	2,500.00	1,299.83	1,200.17
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	-	1,047,911.00	954,933.92	92,977.08

OR-96-X006 - FTA 5307 ARRA	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.09 Security Camera Replacement	-	64,678.00	64,678.00	-
11.44.03 Maintenance Facility Remodel	-	3,136,892.00	3,136,892.00	-
11.7A.00 Preventive Maintenance	-	3,201,569.00	3,201,569.00	-
11.92.08 Bus Stop Sign & Pole	-	64,678.00	64,678.00	-
	-	6,467,817.00	6,467,817.00	-

AGENDA ITEM SUMMARY

DATE OF MEETING: January 16, 2013

ITEM TITLE: DEPARTMENT REPORTS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

Monthly reports on activities within departments and throughout the District are provided for the Board's information.

ATTACHMENT: Monthly Department Reports, January 16, 2013

PROPOSED MOTION: None

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MONTHLY DEPARTMENT REPORTS

January 16, 2013

Customer Services and Planning

Andy Vobora, Director of Customer Services and Planning

MARKETING AND COMMUNICATIONS

Media:

The District still has a few exterior bus ads running, but the fall outreach has been wrapped up. The next evolution of messaging is being developed and will feature riders, employees, Board members, and others in a broad-based campaign that highlights how LTD's suite of services enhances the community's quality of life. This campaign is exciting, and it is tentatively set to launch in early spring.

Regarding earned media, staff have been busy talking about the West Eugene Environmental Assessment, the EmX vehicle guidance program, the audio and video systems on the buses, and minor winter service changes.

Outreach:

Staff have been actively working on outreach for the Annual Route Review. Most of the fall service changes will be very minor, but a group of route changes in the Whiteaker neighborhood area requires much more in-depth outreach. A great deal of informational material has been passed along to businesses in the area, to riders, and to agencies who serve targeted populations. Following the outreach process, staff will evaluate the feedback and determine if the changes should be made. While most people would view these changes as minor, staff have learned that no route change is minor; therefore, we are going the extra mile to be sure that all possible effects have been examined.

Presentations to two Rotary clubs occurred in January, and staff are developing a broader presentation list for 2013. This list will include opportunities for Board and staff to do presentations at a variety of organizations throughout the year.

Staff will participate in the Good Earth Home and Garden Show on January 18-20.

Staffing:

Scott McFarland joined the Customer Services and Planning team as the new Distribution Coordinator. He replaces Donna Ambrose who retired at the end of 2012. Our Administrative Secretary Eileen Mugglewortz retires at the end of February. She will be replaced by Renee Jones who will make the move from General Administration, which is now in the process of selecting a replacement for Renee.

Graphic Designer Hannah Bradford retires at the end of March, and outreach to fill this position will begin in early February. Planning is underway for the replacement of Service Planning Manager Will Mueller and Marketing Representative Angie Sifuentez, both of whom will retire in October.

Service:

The winter bid has been implemented and staff are moving to summer bid work.

A different service delivery model for University of Oregon (UO) football games is being evaluated. The change would involve LTD operating service as published general public service, and standard fares would be charged. This model is in use at other districts around the country. LTD still has some homework to do before committing to this type of change. The UO has expressed interest in LTD providing a greater number of vehicles.

A review of the temporary service added to routes 82 and 85 for fall bid was held with Lane Community College (LCC) staff. The ridership was robust early in the service period and then fell back to a point where the regularly scheduled service generally met the demand. This extra service package will be operated again at the beginning of winter bid; however, LCC has chosen not to operate the service package for spring bid.

On a different note, LTD and LCC staff are discussing a request by LCC student leadership. The request involves the addition of another passenger waiting shelter at the LCC main campus station. LTD staff have been evaluating the options for rearranging the bus departure areas to address student concerns regarding the busiest route (82) not having a shelter directly adjacent to the boarding area. By rearranging the departure assignments, it may be possible to get Route 82 adjacent to a shelter; however, some civil work would be required in order to maintain independent bus pullout capability. This civil work would come at a much lower cost than building an additional shelter. Work will continue on this project during the coming months.

ACCESSIBLE AND CUSTOMER SERVICES (ACES)

Cosette Rees, Accessible and Customer Services Manager

APTA Customer Service Challenge:

Lead Customer Service Representative Chris Marquez will represent LTD in the American Public Transportation Association's (APTA) Customer Service Challenge. Chris will participate in a telephone interview, and if selected, will go to APTA's Marketing and Communication Conference in February to compete in the finals. It is exciting to have Chris represent LTD in this challenge!

FY 2014-15 Discretionary Grant Review Process:

Staff are working with the Accessible Transportation Committee (ATC), which appointed a grant review committee that includes Misty Brazell, Stacy Clauson, Bill Morganti, and Eleanor Mulder. The ATC outlined priorities for grant funding, and staff solicited applications. The Committee met multiple times to discuss, prioritize, and allocate grant funds. The ATC will hold a public hearing during its regular meeting on January 15 regarding the decisions reached by the Grant Review Committee. Staff will then prepare LTD's formal application on behalf of the prioritized programs.

Lane Coordinated Public Transit – Human Services Transportation Plan:

The 2013 update of the Lane Coordinated Public Transit – Human Services Transportation Plan (The Plan) is nearly complete. A public hearing will be held at the ATC meeting on February 19. Outreach has been broad, including agency notification and informational presentations given to the Metropolitan Policy Committee, the United Way, several Human Services Network groups, and several other groups. The first Plan was adopted by the LTD Board in January 2000 and revised to include additional information to meet Federal Transit Administration and State of Oregon planning expectations. The 2013 revision will update important information to ensure that The Plan is relevant to present conditions, includes transportation needs of veterans, references relevant needs assessment and local planning, matches the needs with preferred coordination practices and projects, lists projects and resources, and reports on public review and comments about The Plan.

American with Disabilities Act (ADA) Paratransit Eligibility Workshop:

On March 27 and 28, LTD will host a workshop that will cover a variety of paratransit eligibility determination processes with a focus on in-person interview and assessment options. This comprehensive training is provided by Navigator Mobility Consulting. The training is intended for agencies and individuals who are responsible for complying with ADA eligibility requirements.

Medicaid Non-Emergency Ambulance Pilot Program Update:

LTD is in the final stages of putting in place a pilot program to coordinate Medicaid Oregon Health Plan Plus covered non-emergency ambulance transportation for Lane County. The complex organization and structure of ambulance service in Lane County makes this area a great candidate for this pilot program. LTD and RideSource staff are working closely with the Department of Medical Assistance Programs staff and ambulance providers and are also updating software and operations to prepare to engage this service. The program is expected to be implemented by February 28.

FACILITIES

Joe McCormack, Facilities Manager

Carpet and Ceiling Tile Replacement:

The Administration Office building is scheduled to have carpet, linoleum flooring, and ceiling tile replaced. Work will likely begin in February. The contract was awarded to Dorman Construction, the lowest bidding contractor. Dorman is a local general contractor based in Springfield.

Lane Community College (LCC) Station Bus Bay Modification:

Alternatives to modify bus bay curbs to provide more options for the use of articulated buses at the LCC Station are being reviewed. Currently the only bay that can adequately accommodate an articulated bus doesn't have an adjacent passenger shelter. The goal is to relocate articulated buses and its volume of passengers to a bus bay with convenient shelter for those who are waiting.

Storage Building Addition:

A storage building will be built that will accommodate and protect from weather much of the stored bus stops, transfer stations, EmX furniture inventory, and other equipment. Construction drawings are complete and ready for permitting. Final pricing from Chambers Construction also is expected in mid-January. If the price is right, construction will proceed in February and March.

POINT2POINT

Theresa Brand, Program Manager

Program Management:

Staff prepared two grant applications for the State FY 2015-18 grant cycle: 1) Safe Routes to School (SRTS), and 2) a Regional Smart Trips Program grant request. After submission, Point2point was notified by the Oregon Department of Transportation (ODOT) review team that the SRTS Grant request was being disqualified as ODOT did not agree that it was Transportation Demand Management oriented, as required. ODOT staff recommended submitting the request to the ODOT Safety fund grant, which has limited funds available. Staff are following up on this.

Point2point staff are continuing to assist with the Regional Transportation Options Plan process. Staff anticipate using the completed document and recommendations to develop the next Point2point Five-Year Strategic Plan, which will take place in the late spring or early summer of 2013.

Regional Bike Parking Study:

A presentation was given to the City of Springfield's Bicycle Pedestrian Advisory Committee. The interactive bike parking online survey was conducted by Alta Planning and Design, and the results are being tabulated.

Employer Programs:

So Delicious Dairy Free, an employer in Springfield, joined the Commuter Club Voucher program.

Staff had a table at Symantec's Employee Transportation Fair, which was attended by more than 300 employees.

Oregon Center for Applied Science, Ideal Enterprises, and Balzhiser & Hubbard Engineers cancelled their Group Pass Programs membership due to low usage. The three organizations represent 70 employees in all.

The six-month post Business Commute Challenge (BCC) survey was completed, having received a 20 percent response rate. The goal of the survey was to find out if the BCC participants continued to use transportation options six months after the event, what motivated them to participate, and if they would be interested in a winter challenge. There was a 4.1 percent increase of participants who walk, bike, bus, carpool, or telework to work five days per week, and a 1.5 percent increase of participants who commute to work fewer than five days per week in a manner other than driving alone. Of the respondents, 5.7 percent (because of the BCC) tried an alternative commute mode for the first time. The six-month follow-up survey found that more than 90 percent of the respondents continued using alternative commute modes and 6.6 percent continued to drive alone.

The top four motivating factors for participating in the BCC were: 1) the health of the environment; 2) the fun factor; 3) the opportunity to win prizes; and, 4) the desire to become more active.

More than 70 percent of the respondents would like to participate in a winter commute challenge event.

School Services:

Walking route maps have been prepared for several schools and are being refined by school staff and parents and also by traffic engineers and transportation planners for Eugene, Springfield, and Lane County. This will establish a methodology to use in preparing maps for all Eugene-Springfield schools serving K-8 students.

The final draft of the Regional Safe Routes to School Plan has been reviewed with the Bethel School District, and meetings with Eugene 4J and Springfield school districts will ensue in early 2013.

As a final report, 23 schools serving nearly 9,900 students participated in the October 2012 International Walk and Bike to School Day. An estimated 42 percent of the students used active means to travel to school in celebration of the event.

On the Go Solutions:

The three-month Drive Less Challenge concluded on November 30. In total, 363 people logged 21,539 non-drive-alone trips, for a total of 274,976 non-Single Occupancy Vehicle miles. A follow-up survey was conducted of 886 active and inactive Drive Less Connect members. There have been 230 surveys returned thus far, representing a 26-percent response rate. Initial returns of the survey indicate that:

- 60.9 percent of respondents registered in Drive Less Connect to participate in the Drive Less Challenge
- 39.1 percent were already registered in the database
- 31 percent of the respondents created a trip for ride-matching purposes
- “Saving money and wear and tear on personal vehicle” were the top responses for looking for rideshare partners, followed by “environmental reasons”
- 40 percent of those creating trips received potential matches
- 76.2 percent of commuters who contacted potential matches created or joined a carpool or vanpool
- 90.8 percent of respondents have logged trips in the Drive Less Connect trip calendar
- The Number One reason for logging trips was “to be eligible for incentives” (78.6 percent of respondents)
- The second motivator for logging trips was to track the money saved (53.7 percent)
- The most used commute mode reported was “biking” followed closely by “riding the bus”
- “Driving alone” was the most reported secondary mode of commute
- 29 percent of the respondents said that they would use Drive Less Connect again to find a ride-match partner

SmartTrips:

Alta Planning and Design has completed analysis on the SmartTrips Gateway pre- and post-program Household Survey. The 2012 program saw a 9.7 percent reduction in drive-alone mode share in the target area, with corresponding increases of 2.7 and 3.7 percent in walk and bike mode share, respectively. Carpooling and bus rapid transit mode share also increased with 3.0 and 1.3 percent, respectively. Further analysis shows that program area residents will continue to drive 5,300 fewer miles per day following the program, which equals 1,934,544 miles reduced per year. Staff are preparing the final report. Preliminary planning meetings for the Main Street program have taken place with the Neighborhood Economic Development Corporation, Springfield Utility Board, Willamalane, and the City of Springfield. Also, staff are working on a 10-year regional SmartTrips plan.

Staff continue to work with the City of Eugene staff (Lindsay Selser) to complete a strategic planning document for the regional Smart Trips program. It is anticipated that a draft will be ready for review by the Transportation Option Advisory Committee and Transportation Planning Committee in early 2013.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

There will not be a Department Report from Transit Operations this month.

MAINTENANCE

George Trauger, Director of Maintenance

There will not be a Department Report from Maintenance this month.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

A detailed Financial Report is included in the Board packet.

HUMAN RESOURCES AND RISK MANAGEMENT

Mary Adams, Director of Human Resources and Risk Management

Health Management Team:

The Team will meet on January 28 at the Oregon Heart and Vascular Institute where they will receive an education session on weight management programs, including a demo from a local chef on healthy meals to prepare for eating on the run. In addition, presentations will be heard from local employers who have successful wellness programs.

Works groups have been preparing an incentive plan to encourage employees and families to participate in health screenings and other health-related activities that will be starting in the spring and early summer.

In December Amalgamated Transit Union Representative Carl Faddis and Mary Adams presented LTD's Health Management Team model at the annual meeting of the Oregon Coalition of Health Care Purchasers in Portland. More than 160 attendees learned how LTD used the Oregon Health Strategies Project grant funds to set up the team and how to identify key interventions that will improve plan members' health.

Recruitment and Personnel:

David Collier, Senior Human Resources Analyst

Scott McFarland started on December 17 as the new Distribution Coordinator in Customer Services and Planning.

LTD is recruiting for six to eight bus operators who will begin employment on March 4. Testing took place during the week of January 7, with interviews scheduled to take place between January 18 and January 25.

LTD also is currently recruiting for the General Administrative Secretary position. Interviews took place on January 3, and testing took place on January 8. It is planned to have the new person on board by February 4.

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 16, 2013

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

In response to a request by the Board for regular reporting on the District's performance in several areas, monthly performance reports are provided for the Board's information.

ATTACHMENT: November 2012 RideSource Activity and Productivity Report
(The link to the December 2012 Performance Reports will be sent out electronically before the regularly scheduled meeting date.)

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Special Mobility Services: RideSource Activity and Productivity Information

November-12	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	15,650	15,382	1.7%	79,973	80,277	-0.4%	193,773	189,182	2.4%
RideSource(All Modes)	13,254	12,421	6.7%	67,368	63,073	6.8%	160,936	152,593	5.5%
Shopper	495	502	-1.4%	2,675	2,417	10.7%	6,202	5,420	14.4%
Escort Volunteers-Metro	935	1,262	-25.9%	4,495	7,156	-37.2%	12,439	14,392	-13.6%
Escort Volunteers-Rural	966	1,197	-19.3%	5,435	7,631	-28.8%	14,196	16,777	-15.4%
RideSource Cost per Ride	\$ 23.53	\$ 23.82	-1.2%	\$ 23.71	\$ 21.72	9.2%	\$ 22.93	\$ 21.50	6.7%
RideSource(All Modes)	\$ 26.70	\$ 28.23	-5.4%	\$ 26.96	\$ 26.31	2.5%	\$ 26.41	\$ 25.33	4.2%
RideSource Shopper	\$ 14.22	\$ 15.08	-5.7%	\$ 14.16	\$ 15.34	-7.7%	\$ 14.47	\$ 15.66	-7.6%
RideSource Escort	\$ 3.85	\$ 3.36	14.7%	\$ 4.25	\$ 3.22	32.2%	\$ 3.88	\$ 3.73	4.0%
Ride Reservations	14,390	13,474	6.8%	72,877	67,125	8.6%	173,325	161,648	7.2%
Cancelled Number	1,327	1,240	7.0%	5,931	5,876	0.9%	15,527	14,854	4.5%
Cancelled % of Total	9.22%	9.20%		8.14%	8.75%		8.96%	9.19%	
No-Show Number	131	182	-28.0%	827	787	5.1%	1,989	1,872	6.3%
No-Show % of Total	0.91%	1.35%		1.13%	1.17%		1.15%	1.16%	
Ride Refusals Number	0	0	0%	0	0	0.0%	2	0	0.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
Service Hours	7,861	7,163	9.7%	39,611	35,609	11.2%	93,388	84,567	10.4%
Agency Staff	7,701	6,917	11.3%	38,603	34,366	12.3%	90,884	81,946	10.9%
Agency SMS Volunteer	160	246	-35.0%	1,008	1,243	-18.9%	2,504	2,621	-4.5%
Avg. Trips/Service Hr.	1.75	1.80	-2.8%	1.77	1.84	-3.8%	1.79	1.87	-4.3%
RideSource System Miles	97,855	90,166	8.5%	498,510	458,153	8.8%	1,169,868	1,098,751	6.5%
Avg. Miles/Trip	7.12	6.98	2.0%	7.12	7.00	1.7%	7.00	6.95	0.7%
Miles/Vehicle Hour	12.45	12.59	-1.1%	12.59	12.87	-2.2%	12.53	12.99	-3.6%

Special Mobility Services: RideSource Activity and Productivity Information

<u>November-12</u>	<u>Current Month</u>	<u>Prior Year's Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Previous YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Prior 12 Month</u>	<u>% Change</u>
On-Time Performance %	89.2%	86.6%	2.9%	89.0%	87.2%	2.0%	88.6%	87.1%	1.8%
Sample	11,902	11,275		60,536	57,092		143,739	138,236	
On-Time	10,612	9,769		53,865	49,804		127,409	120,362	

- RideSource (All Modes) includes all rides except Shopper, Escort, & Taxi
- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.
- Escort Volunteers-Rural is out of district volunteer rides.

- RideSource System Miles includes miles by volunteers in agency vehicles.

- On-Time Performance reflects a 100% sample of all rides with scheduled pickup times, plus will-call rides. The standard is +/- 10 minutes for scheduled pickups and within 30 minutes of will-call request.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 16, 2013

ITEM TITLE: ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

Listed below are Action or Information items that will be included on the agenda for future Board meetings.

- A. **Lane Coordinated Public Transit-Human Services Transportation Plan (The Plan):** At the November 2012 Board meeting, staff reviewed the process involved with updating The Plan and the development of state discretionary grants. The Plan will be ready for a public hearing and Board approval at the February Board meeting.
- B. **Pension Trustee Designation:** At the February Board meeting, the Board will be asked to appoint LTD Board Member and Trustee-elect Gary Gillespie to the position of trustee to the Lane Transit District (LTD)/Amalgamated Transit Union Pension Trust and the LTD Salaried Employees Retirement Plan.
- C. **Point2point Solutions Annual Report:** The annual Point2Point Solutions report will be presented to the Board at the February Board meeting.
- D. **Election of Board President:** As Board President Greg Evans will be leaving the Board at the end of March, Board action to elect a new president is planned for the February Board meeting. The elected president will fill the remainder of the current two-year term that began on July 1, 2012.
- E. **Board Strategic Planning Session:** A Board strategic planning work session will be scheduled for some time in late February or March.
- F. **2013 Legislative Session:** The Board will be provided with updates, beginning with the March Board meeting and throughout the 2013 Legislative Session.
- G. **Group Pass:** The Board Finance Committee asked staff to move forward with a 2014 increase in the group pass program rates. Staff will present information and ask the Board to conduct a public hearing and first reading of the updated fare ordinance at the March Board meeting.
- H. **Ordinance Review:** LTD staff are reorganizing the system for maintaining ordinances, which includes reviewing the ordinances for administrative issues and consolidating and streamlining the indexing system. Board action will be requested on ordinance changes during the course of the first three months of 2013.
- I. **Ten-Ride Ticket Book:** In April LTD staff will present a six-month review of the Ten-Ride Ticket Book program.

- J. **Annual Performance Report:** Staff will provide a FY 2011-12 Performance Report to the Board at a future meeting.
- K. **Ordinance No. 36:** LTD is working to establish an intergovernmental agreement with the City of Eugene so that the EmX stations on 10th and on 11th avenues near the Eugene Station are covered under Ordinance No. 36, *Regulations Governing Conduct on District Property*. This will be discussed with the Board at a future meeting.
- L. **LTD/ATU Pension Work Group:** At a future Board meeting, staff will report on the process and progress of this work group.
- M. **Appropriate Level of Service:** Staff began data collection and analysis this past fall. A presentation will be made to the LTD Board at a future meeting.
- N. **High-capacity Transit Corridor Projects:** Periodic updates on these projects will be presented to the Board throughout the various stages of the projects.

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AGENDA ITEM SUMMARY

DATE OF REPORT: January 16, 2013

ITEM TITLE: DECEMBER FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Director of Finance & Information Technology

ACTION REQUESTED: None

BACKGROUND:

Financial results for the first six months of the 2012-13 fiscal year are summarized in the attached reports.

Passenger fares are 10.2 percent higher for the first six months of the new year over the same period last year. The increase is due to stable ridership and a cash fare increase that went into effect on July 1, 2012. December 2012 boardings were 4.5 percent lower than December 2011 due to two fewer weekdays of service in 2012 as in 2011. Boardings for the rolling twelve-month period that ended December 31, 2012, increased 1.4 percent over the same period in the prior year.

Payroll tax revenues are up 6.2 percent versus last year. November was the most recent quarterly disbursement month, but there are some receipts in every month as businesses choose to pay early or late payments are collected by the Oregon Department of Revenue. The next major disbursement will occur in early February for taxes collected in the quarter ending December 31, 2012.

There are usually no self-employment tax receipts expected until after the first of January for the calendar year that will end December 31. Self-employment tax payments are due at the same time as state income tax returns, usually on April 15. Year-to-date receipts of \$219,192 are likely collections for prior tax years. It is not material that collections to date from this source are above those of last year.

State-in-lieu receipts were down 4.5 percent over the same quarter that ended September 30 last year. Staff have requested an investigation from the Department of Administrative Services because that quarterly disbursement report showed statewide receipts down 31 percent over the same quarter last year with the negative variance shared by all recipients. There has still been no response to the inquiry, but the disbursement for the quarter that ended December 31, 2012, was back up to the expected amount. Year-to-date comparison to the same period in the previous fiscal year shows 1 percent growth in receipts.

Interest rates of return remain low. The Local Government Investment Pool is still 0.6 percent, as has been true for the last several months.

Total personnel services expenditures, the largest category of operating expense, show a 9 percent increase versus the previous year, down from 10.4 percent reported through November. The increase is primarily the result of frontloading the current fiscal year payment to reduce the unfunded liability in the administrative employee pension plan and, to a lesser degree, the effect of the represented employees' new contract.

Materials and services results vary widely from department to department. Total materials and services are 17.9 percent lower for the first six months of this year as compared to last. Excluding the effect of transfers to the Capital Projects Fund, total materials and services are about the same as in FY 2011-12. Total expenditures in the General Fund are 2.1 percent less than for the comparable six-month period in the previous fiscal year.

Fuel prices continue to fall. The average price per gallon through December was \$3.28, down from \$3.32 reported at the end of November. The highest price paid in the current fiscal year was \$3.67 on August 21. The lowest price paid in the current fiscal year was \$2.97 on December 17, 2012. The FY 2012-13 budget assumes an average price of \$3.75.

The General Fund is stable through December.

Year-to-date expenditure results for the Accessible Services Fund and Medicaid Fund are as anticipated by the FY 2012-13 budget.

Capital Projects Fund activity continues to be relatively slow and spread over planning for the West Eugene EmX Extension, passenger boarding improvements, and hardware and software expenditures. Project expenditures are consistent with FY 2012-13 budget expectations.

ATTACHMENTS: Attached are the following financial reports for December for Board review:

1. Operating Financial Report - comparison to prior year
2. Comparative Balance Sheets
 - a. General Fund
 - b. Accessible Services Fund
 - c. Medicaid Fund
 - d. Capital Projects Fund
3. Income Statements
 - a. General Fund
 - b. Accessible Services Fund
 - c. Medicaid Fund
 - d. Capital Projects Fund

PROPOSED MOTION: None

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Lane Transit District
Operating Financial Report
For the Fiscal Period Ending 12/31/2012 With Comparisons to Prior Year to Date
Current Year: 2012-2013
Unaudited

	Prior YTD 11-12	Adopted Budget	YTD Actual	% Budget	% Over Last Year
Revenues & Other Sources					
Passenger Fares	1,975,616	4,456,900	2,176,302	48.8%	10.2%
Group Pass	1,195,971	2,740,300	1,133,873	41.4%	-5.2%
Advertising	138,500	279,100	118,500	42.5%	-14.4%
Special Service	491,034	572,500	301,399	52.6%	-38.6%
Miscellaneous	99,414	149,800	294,073	196.3%	195.8%
Total Operating	<u>3,900,535</u>	<u>8,198,600</u>	<u>4,024,147</u>	49.1%	3.2%
Payroll Tax (cash basis)	11,107,326	24,046,500	11,790,458	49.0%	6.2%
Self-employment Tax (cash basis)	172,365	1,672,800	219,192	13.1%	27.2%
State-in-Lieu (accrual basis)	884,732	1,820,000	893,575	49.1%	1.0%
Operating Grants	1,396,711	5,177,200	2,424,167	46.8%	73.6%
Total Taxes & Grants	<u>13,561,134</u>	<u>32,716,500</u>	<u>15,327,392</u>	46.8%	13.0%
Interest Income	31,019	60,000	35,278	58.8%	13.7%
Sale of Assets	31,375	15,000	42,291	281.9%	34.8%
Total Revenues & Other Sources	<u>17,524,063</u>	<u>40,990,100</u>	<u>19,429,108</u>	47.4%	10.9%
Expenditures & Other Uses					
Personnel Services					
Administration	4,095,052	9,139,200	4,721,823	51.7%	15.3%
Administration - Contra Payroll	(494,266)	(910,200)	(343,015)	37.7%	-30.6%
Administration - Net	<u>3,600,786</u>	<u>8,229,000</u>	<u>4,378,808</u>	53.2%	21.6%
Contract	8,885,225	19,345,800	9,236,795	47.7%	4.0%
Total Personnel Services	<u>12,486,011</u>	<u>27,574,800</u>	<u>13,615,603</u>	49.4%	9.0%
Materials & Services					
General Administration	84,716	161,400	57,396	35.6%	-32.2%
Government Relations	84,545	128,100	84,622	66.1%	0.1%
Finance	90,081	181,700	95,780	52.7%	6.3%
Information Technologies	475,277	803,000	437,827	54.5%	-7.9%
Human Resources	158,655	321,700	78,882	24.5%	-50.3%
Service Planning	4,250	7,500	6,013	80.2%	41.5%
Marketing	204,072	295,900	100,096	33.8%	-51.0%
Graphics	9,091	21,300	12,263	57.6%	34.9%
Accessible Services	376	18,300	-	0.0%	-100.0%
Customer Service Center	7,556	26,200	4,988	19.0%	-34.0%
Planning & Development	11,926	23,700	6,939	29.3%	-41.8%
<i>point2point Solutions</i>	116,846	497,700	133,271	26.8%	14.1%
Facilities Services	534,583	1,244,500	572,231	46.0%	7.0%
Transit Operations	308,214	670,400	305,970	45.6%	-0.7%
Maintenance	2,028,897	4,858,300	1,814,151	37.3%	-10.6%
Insurance / Liability Costs	580,484	1,416,200	605,787	42.8%	4.4%
Accessible Services Transfer	1,105,030	2,501,300	1,339,087	53.5%	21.2%
Capital Transfer	3,031,900	1,600,000	1,600,000	100.0%	-47.2%
Total Materials & Services	<u>8,836,499</u>	<u>14,777,200</u>	<u>7,255,303</u>	49.1%	-17.9%
Total Expenditures & Other Uses	<u>21,322,510</u>	<u>42,352,000</u>	<u>20,870,906</u>	49.3%	-2.1%
Excess (Deficiency) of Revenues Over Expenditures	<u>(3,798,447)</u>	<u>(1,361,900)</u>	<u>(1,441,798)</u>		-62.0%
Net to Fund	<u>(3,798,447)</u>	<u>(1,361,900)</u>	<u>(1,441,798)</u>		-62.0%



Lane Transit District
General Fund
Comparative Balance Sheets
December 31, 2012 and June 30, 2012
Unaudited

	Current Balance	Balance 06/30/12
ASSETS		
Cash & Investments	\$ 10,319,803	\$ 11,022,021
Receivables	3,252,707	4,702,531
Accrued Payroll Taxes Receivable	5,344,000	5,344,000
Due from Other Governments	506,234	515,160
Due from Other Funds	100,851	462,573
Inventory of Parts and Supplies	2,791,017	2,750,860
Prepaid Expenses	323,189	678,562
Deposits	90,000	90,000
Property, Plant and Equipment		
Net of Accumulated Depreciation	122,613,660	122,613,660
Contribution in excess of ARC	1,006,960	1,006,960
Total Assets	<u>\$ 146,348,421</u>	<u>\$ 149,186,327</u>
LIABILITIES		
Accounts Payable	\$ 25,759	\$ 1,129,583
Accrued Payroll Related Payable	517,488	739,797
Unearned Revenue	71,836	125,860
Liability Claims/Other Payable	958,079	974,029
CAL/Sick Accrual	3,499,425	3,499,425
Net OPEB Obligation	2,488,640	2,488,640
Total Liabilities	<u>7,561,227</u>	<u>8,957,334</u>
FUND BALANCE		
Investment in Fixed Assets	39,130,442	39,130,442
Contributed Capital	<u>102,876,471</u>	<u>102,876,471</u>
Fund Balance Restricted to Assets	<u>142,006,913</u>	<u>142,006,914</u>
Fund Balance	(1,777,921)	9,433,177
Excess (Deficiency) of Revenues Over Expenditures	<u>(1,441,798)</u>	<u>(11,211,098)</u>
Ending Fund Balance	<u>(3,219,719)</u>	<u>(1,777,921)</u>
Total Reserves & Fund Balances	<u>138,787,194</u>	<u>140,228,993</u>
Total Liabilities & Fund Balance	<u>\$ 146,348,421</u>	<u>\$ 149,186,327</u>



Lane Transit District
Accessible Services Fund
Comparative Balance Sheets
December 31, 2012 and June 30, 2012
Unaudited

	Current Balance	Balance 6/30/2012
ASSETS		
Cash & Investments	\$ -	\$ -
Receivables	13,655	293,953
Grants Receivable	<u>488,462</u>	<u>643,629</u>
Total Assets	<u><u>\$ 502,117</u></u>	<u><u>\$ 937,582</u></u>
LIABILITIES		
Accounts Payable	\$ 159,037	\$ 184,379
Due to Other Funds	100,851	462,573
Unearned Revenue	<u>1,486</u>	<u>-</u>
Total Liabilities	<u>261,374</u>	<u>646,952</u>
RESERVES & BALANCES		
Fund Balance	290,630	298,795
Excess (Deficiency) of Revenues Over Expenditures	<u>(49,887)</u>	<u>(8,165)</u>
Ending Fund Balance	<u>240,743</u>	<u>290,630</u>
Total Liabilities & Fund Balances	<u><u>\$ 502,117</u></u>	<u><u>\$ 937,582</u></u>



Lane Transit District
Medicaid Fund
Comparative Balance Sheets
December 31, 2012 and June 30, 2012
Unaudited

	Current Balance	Balance 6/30/2012
ASSETS		
Cash & Investments	\$ 492,428	\$ 540,944
Receivables	<u>507,641</u>	<u>351,732</u>
Total Assets	<u>\$ 1,000,069</u>	<u>\$ 892,676</u>
LIABILITIES		
Accounts Payable	\$ 124,541	\$ 66,825
Medicaid Medical Reserves	<u>547,484</u>	<u>625,175</u>
Total Liabilities	<u>672,025</u>	<u>692,000</u>
RESERVES & BALANCES		
Fund Balance	200,676	151,801
Excess (Deficiency) of Revenues Over Expenditures	<u>127,368</u>	<u>48,875</u>
Ending Fund Balance	<u>328,044</u>	<u>200,676</u>
Total Liabilities & Fund Balances	<u>\$ 1,000,069</u>	<u>\$ 892,676</u>



**Lane Transit District
Capital Projects Fund
Comparative Balance Sheets
December 31, 2012 and June 30, 2012
Unaudited**

	Current Balance	Balance 06/30/12
ASSETS		
Cash & Investments	\$ 3,978,371	\$ 1,732,686
Accounts Receivable	6,500	15,676
Grants Receivable	<u>102,600</u>	<u>1,653,169</u>
Total Assets	<u>\$ 4,087,471</u>	<u>\$ 3,401,531</u>
LIABILITIES		
Accounts Payable	\$ 55,462	\$ 202,899
Retainage Payable	7,229	7,208
Unearned Revenue	<u>1,689,950</u>	<u>1,674,630</u>
Total Liabilities	<u>1,752,641</u>	<u>1,884,737</u>
RESERVES & BALANCES		
Fund Balance	1,516,794	952,723
Excess (Deficiency) of Revenues Over Expenditures	<u>818,036</u>	<u>564,071</u>
Ending Fund Balance	<u>2,334,830</u>	<u>1,516,794</u>
Total Liabilities & Fund Balances	<u>\$ 4,087,471</u>	<u>\$ 3,401,531</u>

**Lane Transit District
General Fund
Schedule of Resources and Requirements
For the Period 12/01/2012-12/31/2012
Unaudited**

	Annual Budget	Current Month			Year to Date		
		Budget	Actual	Variance	Budget	Actual	Variance
Resources							
Beginning Working Capital	10,306,300	-	-	-	10,306,300	12,456,000	2,149,700
Passenger Fares	4,456,900	376,480	346,515	(29,965)	2,201,580	2,176,302	(25,278)
Group Pass	2,740,300	150,000	145,809	(4,191)	1,240,800	1,133,873	(106,927)
Advertising	279,100	23,500	-	(23,500)	141,000	118,500	(22,500)
Special Service	572,500	1,000	-	(1,000)	492,700	301,399	(191,301)
Miscellaneous	134,800	5,670	2,023	(3,647)	59,120	294,073	234,953
Payroll Tax (cash basis)	24,046,500	300,000	151,193	(148,807)	11,835,000	11,790,458	(44,542)
Self-employment Tax (cash basis)	1,672,800	-	10,428	10,428	194,000	219,192	25,192
State-in-Lieu (accrual basis)	1,820,000	450,000	494,246	44,246	870,000	893,575	23,575
Operating Grants	5,192,200	445,180	459,751	14,571	2,591,080	2,424,168	(166,912)
Interest Income	60,000	5,000	6,498	1,498	30,000	35,278	5,278
Proceeds From Sale of Assets	15,000	-	42,291	42,291	13,000	42,291	29,291
Total General Fund Resources	51,296,400	1,756,830	1,658,754	(98,076)	29,974,580	31,885,109	1,910,529
Requirements							
General Administration	664,400	51,952	41,010	10,942	346,632	302,858	43,774
Government Relations	128,100	6,140	4,915	1,225	91,240	84,622	6,618
Finance	1,174,900	89,865	91,930	(2,065)	640,490	630,426	10,064
Information Technologies	1,380,700	86,661	76,085	10,576	859,796	777,623	82,173
Human Resources	1,005,100	80,287	57,294	22,993	524,022	436,404	87,618
Service Planning	461,800	35,894	37,407	(1,513)	245,964	242,828	3,136
Marketing	593,700	46,156	37,059	9,097	339,936	266,847	73,089
Graphics	159,400	11,823	9,473	2,350	83,688	80,958	2,730
Accessible Services	137,600	9,976	33,349	(23,373)	77,856	105,005	(27,149)
Customer Service Center	535,600	44,352	45,458	(1,106)	269,332	290,530	(21,198)
Planning & Development	386,000	33,631	35,241	(1,610)	214,886	193,330	21,556
<i>point2point Solutions</i>	1,042,700	80,846	52,521	28,325	554,716	415,172	139,544
Facilities Services	1,890,800	154,451	128,422	26,029	964,106	915,969	48,137
Transit Operations	18,158,100	1,502,649	1,345,646	157,003	9,143,794	8,769,596	374,198
Maintenance	9,115,600	755,476	567,023	188,453	4,583,856	3,813,865	769,991
Insurance / Liability Costs	1,416,200	118,020	87,164	30,856	708,120	605,787	102,333
Total Operating Requirements	38,250,700	3,108,179	2,649,997	458,182	19,648,434	17,931,820	1,716,614
Accessible Services Transfer	2,501,300	208,440	305,527	(97,087)	1,250,640	1,339,087	(88,447)
Capital Projects Transfer	1,600,000	-	-	-	1,600,000	1,600,000	-
Reserve-Operating Contingency	1,000,000	-	-	-	-	-	-
Reserve-Self-insurance and Risk	1,000,000	-	-	-	-	-	-
Reserve-Working Capital	6,944,400	-	-	-	-	-	-
Total Non-Operating Requirements	13,045,700	208,440	305,527	(97,087)	2,850,640	2,939,087	(88,447)
Total General Fund Requirements	51,296,400	3,316,619	2,955,524	361,095	22,499,074	20,870,907	1,628,167
Resources Less Requirements	-				7,475,506	11,014,202	



Lane Transit District
Accessible Services Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 12/1/2012 - 12/31/2012
Unaudited

				Percent of Year	50.0%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
State Special Transp Funds - In District	473,000	242,591	60,950	(230,409)	51.3%
State Special Transp Funds - Out of District	-	26,139	-	26,139	NA
State Special Transp Funds - Administration	-	-	-	-	NA
Special Transportation Operating	-	27,924	-	27,924	NA
Federal Grants - 5310	1,528,500	431,481	-	(1,097,019)	28.2%
Federal Grants - 5311	154,900	38,285	-	(116,615)	24.7%
Federal Grants - 5316 JARC	25,000	57,062	-	32,062	228.2%
Federal Grants - 5317 New Freedom	152,000	-	-	(152,000)	0.0%
Other Federal Grants	704,100	214,484	-	(489,616)	30.5%
Other State Grants	60,300	-	-	(60,300)	0.0%
Farebox	319,500	164,509	29,129	(154,991)	51.5%
Local Grants	90,300	46,050	-	(44,250)	51.0%
Miscellaneous	-	50	-	50	NA
Transfer from General Fund	<u>2,501,300</u>	<u>1,339,087</u>	<u>305,528</u>	<u>(1,162,213)</u>	53.5%
Total Revenues	<u>6,008,900</u>	<u>2,587,662</u>	<u>395,607</u>	<u>(3,421,238)</u>	43.1%
Expenditures & Other Uses					
Eugene-Springfield Based Services					
ADA RideSource	4,989,600	2,199,763	320,906	2,789,837	44.1%
Mental Health & Homeless	86,600	36,524	-	50,076	42.2%
Travel Training & Host	130,000	67,483	10,234	62,517	51.9%
Job Access/Reverse Commute (JARC)	-	-	-	-	NA
Total Eugene-Springfield Based Services	<u>5,206,200</u>	<u>2,303,770</u>	<u>331,140</u>	<u>2,902,430</u>	44.3%
Rural Lane County Services					
South Lane	104,000	36,021	2,501	67,979	34.6%
Florence	172,000	78,302	11,234	93,698	45.5%
Oakridge	<u>188,000</u>	<u>78,023</u>	<u>-</u>	<u>109,977</u>	41.5%
Total Rural Lane County Services	464,000	192,346	13,735	271,654	41.5%
Mobility Management	170,000	63,924	12,585	106,076	37.6%
Veterans Transportation	-	13,425	2,317	-	NA
Lane County Coordination	168,700	64,084	23,319	104,616	38.0%
Transfer to Capital Fund	40,000	-	-	40,000	0.0%
Contingency	<u>176,300</u>	<u>-</u>	<u>-</u>	<u>176,300</u>	0.0%
Total Accessible Services Expenditures	<u>6,225,200</u>	<u>2,637,549</u>	<u>383,096</u>	<u>3,601,076</u>	42.4%
Unreserved Fund Balance					
Change to Fund Balance	(216,300)	(49,887)			
Beginning Balance	<u>216,300</u>	<u>290,630</u>			
Ending Balance	<u>\$ -</u>	<u>\$ 240,743</u>			



Lane Transit District
Medicaid Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 12/1/2012 - 12/31/2012
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Percent of Year Variance	50.0% YTD % of Budget
Revenues & Other Sources					
Medicaid	4,521,100	2,450,678	513,457	(2,070,422)	54.2%
Medicaid Non-Medical	419,800	242,076	-	(177,724)	57.7%
State Special Transportation Fund (STF) Operating	88,200	-	-	(88,200)	0.0%
State Discretionary Funds	32,200	32,191	-	(9)	100.0%
Miscellaneous	-	-	-	-	N/A
Total Revenues	<u>5,061,300</u>	<u>2,724,945</u>	<u>513,457</u>	<u>(2,336,355)</u>	53.8%
Expenditures & Other Uses					
Medicaid Medical Service					
Services	3,735,400	1,985,537	372,033	1,749,863	53.2%
Mobility Management	43,700	24,515	5,205	19,185	56.1%
RideSource Call Center Administration	574,100	245,158	130	328,942	42.7%
Lane Transit District Administration	167,900	63,498	8,600	104,402	37.8%
Total Medicaid Medical (NEMT)	<u>4,521,100</u>	<u>2,318,708</u>	<u>385,967</u>	<u>2,202,392</u>	51.3%
Medicaid Non-Medical (Waivered) Service					
Services	324,700	189,350	36,505	135,350	58.3%
Mobility Management	17,400	8,149	1,593	9,251	46.8%
Grant program match requirements	191,500	78,699	-	112,801	41.1%
RideSource Call Center Administration	-	-	-	-	N/A
Lane Transit District Administration	6,600	2,670	46	3,930	40.5%
Total Medicaid Non-Medical (Waivered)	<u>540,200</u>	<u>278,869</u>	<u>38,144</u>	<u>261,331</u>	51.6%
Total Medicaid Fund Expenditures	<u>5,061,300</u>	<u>2,597,577</u>	<u>424,111</u>	<u>2,463,723</u>	51.3%
Unreserved Fund Balance					
Change to Fund Balance	-	127,368			
Beginning Balance	151,800	200,676			
Ending Balance	<u>151,800</u>	<u>328,044</u>			



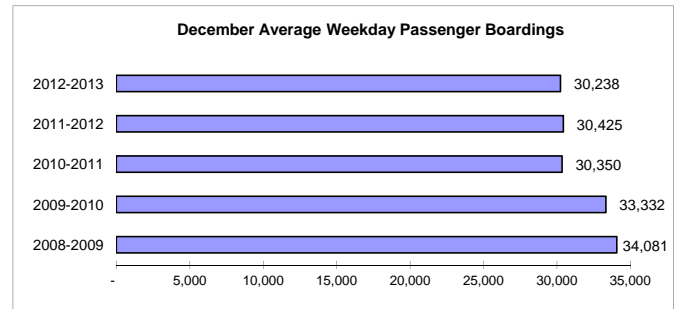
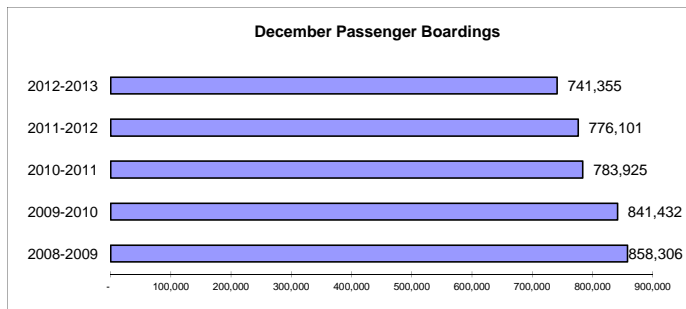
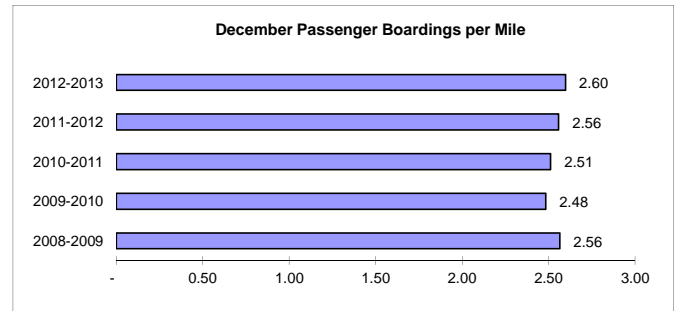
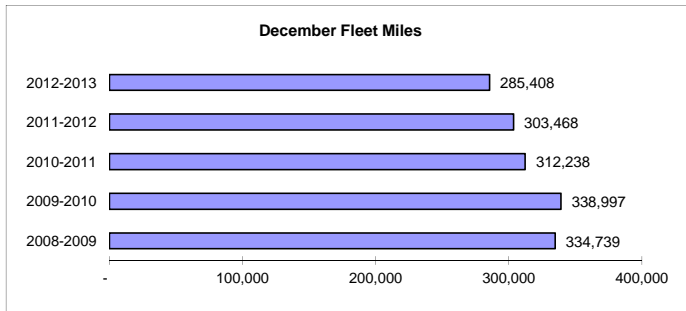
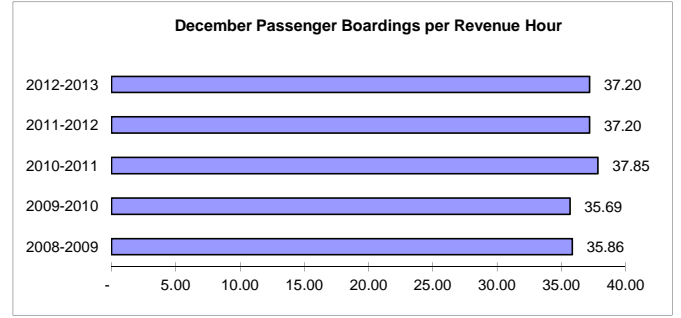
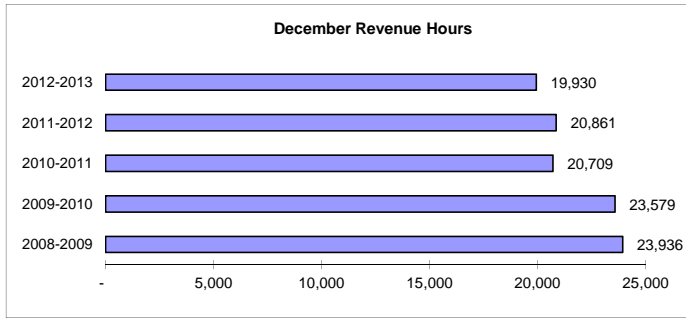
Lane Transit District
Capital Projects Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 12/1/2012 - 12/31/2012
Unaudited

Percent of Year **50.0%**

	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
Federal Grant Income					
Formula Funds (Section 5307)	4,663,700	385,909		(4,277,791)	8.3%
American Recovery & Reinvestment Act (ARRA)	69,400	66,306		(3,094)	95.5%
Discretionary Funds	18,410,900	31,074		(18,379,826)	0.2%
Other Funds	-			-	N/A
Total Federal Grants	<u>23,144,000</u>	<u>483,289</u>	<u>-</u>	<u>(22,660,711)</u>	2.1%
Connect Oregon	-	-	-	-	N/A
Other State Grant Income	3,934,300			(3,934,300)	0.0%
Other Local Funds	-			-	N/A
Miscellaneous Income	-	200		200	N/A
Transfer from General Fund	1,600,000	1,600,000		-	100.0%
Transfer from Accessible Services Fund	40,000	-	-	(40,000)	0.0%
Total Resources	<u>28,718,300</u>	<u>2,083,489</u>	<u>-</u>	<u>(26,634,811)</u>	7.3%
Expenditures					
Grant Paid Capital					
EmX					
Gateway EmX Extension	2,080,000	80,688	56,777	1,999,312	3.9%
West Eugene EmX Extension	18,280,800	266,359	16,690	18,014,441	1.5%
Main Street/McVay EmX Extension	937,500	6,436	3,397	931,064	0.7%
Total EmX	<u>21,298,300</u>	<u>353,483</u>	<u>76,865</u>	<u>20,944,817</u>	1.7%
Revenue Rolling Stock	125,000	-	-	125,000	0.0%
PBI/Facilities	2,791,800	386,585	111,371	2,405,215	13.8%
Software & Hardware	3,080,800	296,822	12,407	2,783,978	9.6%
Intelligent Transportation Systems	526,600	14,681	-	511,919	2.8%
Transit Security Projects	652,600	154,173	-	498,427	23.6%
Bus Related Equipment	-	-	-	-	N/A
Miscellaneous Equipment	305,000	4,719	-	300,281	1.5%
Communications	80,000	-	-	80,000	0.0%
Shop Equipment	78,500	33,535	15,723	44,965	42.7%
Support Vehicles	60,000	19,763	-	40,238	32.9%
Accessible Services Vehicles	200,000	1,692	429	198,308	0.8%
Budgeted for Capital Contingency/Reserves	564,100	-	-	564,100	0.0%
Total Expenditures	<u>29,762,700</u>	<u>1,265,453</u>	<u>216,795</u>	<u>28,497,247</u>	4.3%
Unreserved Fund Balance					
Change to Fund Balance	(1,044,400)	818,036			
Beginning Fund Balance	<u>1,044,400</u>	<u>1,516,794</u>			
Ending Fund Balance	<u>-</u>	<u>2,334,830</u>			

LANE TRANSIT DISTRICT
December 2012 Performance Report
15-January-2013

Performance Measure	Current Month	Prior Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	741,355	776,101	-4.5%	5,275,184	5,205,804	+1.3%	11,532,504	11,377,726	+1.4%
Mobility Assisted Riders	9,968	9,315	+7.0%	69,471	60,988	+13.9%	130,657	113,630	+15.0%
Average Passenger Boardings:									
Weekday	30,238	30,425	-0.6%	35,629	35,494	+0.4%	38,945	38,916	+0.1%
Saturday	17,703	15,749	+12.4%	18,164	17,278	+5.1%	19,533	18,551	+5.3%
Sunday	9,617	9,338	+3.0%	9,872	9,448	+4.5%	10,245	9,847	+4.0%
Monthly Revenue Hours	19,930	20,861	-4.5%	121,416	120,653	+0.6%	248,243	243,875	+1.8%
Boardings Per Revenue Hour	37.2	37.2	-0.0%	43.45	43.15	+0.7%	46.46	46.65	-0.4%
Weekly Revenue Hours	4,801	4,755	+1.0%	4,766	4,708	+1.2%	4,842	4,763	+1.6%
Weekdays	20	22		127	127		256	255	
Saturdays	5	5		26	28		52	53	
Sundays	5	3		27	25		52	51	
Passenger Revenues & Sales									
Total Passenger Revenues	\$492,324	\$456,706	+7.8%	\$3,310,175	\$3,171,988	+4.4%	6,893,203	7,036,867	-2.0%
Average Passenger Fare	\$0.664	\$0.588	+12.9%	\$0.63	\$0.61	+3.0%	\$0.60	\$0.62	-3.4%
Farebox Revenue	\$160,193	\$151,933	+5.4%	\$1,085,145	\$1,013,584	+7.1%	\$2,144,012	\$1,927,171	+11.3%
Adult Pass	1,955	1,652	+18.3%	12,413	11,597	+7.0%	24,796	25,487	-2.7%
Youth Pass	1,059	970	+9.2%	5,112	3,805	+34.3%	11,270	4,569	+146.7%
Reduced Fare Pass	1,147	1,112	+3.1%	7,462	6,586	+13.3%	14,195	12,801	+10.9%
Adult 3 Month Pass	71	79	-10.1%	417	576	-27.6%	889	1,015	-12.4%
Youth 3 Month Pass	69	53	+30.2%	430	397	+8.3%	859	434	+97.9%
Reduced Fare 3 Month Pass	78	70	+11.4%	366	345	+6.1%	738	681	+8.4%
Regular Tokens	119	260	-54.2%	1,573	2,328	-32.4%	3,106	5,045	-38.4%
Reduced Fare Tokens	17	11	+54.5%	58	72	-19.4%	124	128	-3.1%
Fleet Services									
Fleet Miles	285,408	303,468	-6.0%	1,732,938	1,761,369	-1.6%	3,521,371	3,541,521	-0.6%
Average Passenger Boardings/Mile	2.60	2.56	+1.6%	3.04	2.96	+3.0%	3.28	3.21	+1.9%
Fuel Cost	\$237,443	\$263,660	-9.9%	\$1,559,882	\$1,659,979	-6.0%	\$3,265,227	\$3,321,192	-1.7%
Fuel Cost Per Mile	\$0.832	\$0.869	-4.2%	\$0.900	\$0.942	-4.5%	\$0.927	\$0.938	-1.1%
Repair Costs	\$182,007	\$189,722	-4.1%	\$1,047,079	\$1,258,700	-16.8%	\$2,312,422	\$2,537,269	-8.9%
Total Repair Cost Per Mile	\$0.638	\$0.625	+2.0%	\$0.604	\$0.715	-15.4%	\$0.657	\$0.716	-8.3%
Preventive Maintenance Costs	\$30,090	\$34,843	-13.6%	\$193,042	\$189,224	+2.0%	\$392,343	\$384,183	+2.1%
Total PM Cost Per Mile	\$0.105	\$0.115	-8.2%	\$0.111	\$0.107	+3.7%	\$0.111	\$0.108	+2.7%
Mechanical Road Calls	64	77	-16.9%	339	448	-24.3%	754	971	-22.3%
Miles/Mech. Road Call	4,460	3,941	+13.2%	5,112	3,932	+30.0%	4,670	3,647	+28.0%
Special Mobility Service									
SMS Rides	13,466	15,321	-12.1%	92,382	95,403	-3.2%	189,930	188,515	+0.8%
SMS Ride Refusals	1	-	+0.0%	1	-	+0.0%	6	-	#DIV/0!
RideSource	6,411	7,556	-15.2%	42,449	45,723	-7.2%	89,481	89,492	-0.0%
RideSource Refusals	1	-	+0.0%	1	-	+0.0%	6	-	+0.0%



Daily Ridership Recap December 2012

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
12/1/2012	Saturday	Saturday	20,659	307	486	42.51
12/2/2012	Sunday	Sunday	10,774	143	243	44.34
12/3/2012	Monday	Weekday	43,404	483	863	50.29
12/4/2012	Tuesday	Weekday	40,454	396	840	48.16
12/5/2012	Wednesday	Weekday	38,894	454	856	45.44
12/6/2012	Thursday	Weekday	37,395	407	841	44.46
12/7/2012	Friday	Weekday	35,415	437	844	41.96
12/8/2012	Saturday	Saturday	18,797	320	459	40.95
12/9/2012	Sunday	Sunday	9,822	155	243	40.42
12/10/2012	Monday	Weekday	32,222	422	811	39.73
12/11/2012	Tuesday	Weekday	30,751	461	813	37.82
12/12/2012	Wednesday	Weekday	31,488	466	815	38.64
12/13/2012	Thursday	Weekday	31,426	444	816	38.51
12/14/2012	Friday	Weekday	29,160	401	816	35.74
12/15/2012	Saturday	Saturday	16,504	254	457	36.11
12/16/2012	Sunday	Sunday	9,469	178	241	39.29
12/17/2012	Monday	Weekday	29,380	345	818	35.92
12/18/2012	Tuesday	Weekday	27,776	279	822	33.79
12/19/2012	Wednesday	Weekday	29,221	387	811	36.03
12/20/2012	Thursday	Weekday	27,167	321	814	33.37
12/21/2012	Friday	Weekday	27,674	413	814	34.00
12/22/2012	Saturday	Saturday	16,952	276	460	36.85
12/23/2012	Sunday	Sunday	8,617	142	242	35.61
12/24/2012	Monday	Weekday	15,602	253	756	20.64
12/25/2012	Tuesday	Closed	-	0	-	-
12/26/2012	Wednesday	Weekday	23,845	346	811	29.40
12/27/2012	Thursday	Weekday	25,061	396	812	30.86
12/28/2012	Friday	Weekday	24,877	339	814	30.56
12/29/2012	Saturday	Saturday	15,605	237	459	34.00
12/30/2012	Sunday	Sunday	9,405	118	243	38.70
12/31/2012	Monday	Weekday	23,539	388	810	29.06
Totals			741,355	9,968	19,930	37.20

